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Common Windows 8 Tasks

Tech Support
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HASWELL IS HERE!

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Which Notebook Is For You?

Notebooks used to be the desktop PC's "little brother." They were handy, of course, especially when traveling. But the real work had to wait 'til you got back to your home or office. That's no longer true. Today's notebooks are convenient *and* powerful—and light enough to carry for hours in a briefcase or backpack. We'll help you sort through your notebook computer options.

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Tech Focus

27 | Haswell Is Here

The successor to Intel's popular Ivy Bridge processors, Haswell CPUs are designed to help you be more productive, while consuming less power. Mobile and desktop versions are planned, with the former intended for tablets, laptops, and Ultrabook™ systems. Look for a 10% to 15% performance boost, accompanied by a big reduction in both power consumption and heat production. The improvements may have the most impact on portable devices, given that battery life is so important to users of those systems.

Contact Us
P.O.Box 82545
Lincoln, NE 68501
or
120 W. Harvest Drive
Lincoln, NE 68521

Advertising: (800) 247-4880
Fax: (402) 479-2104

Circulation: (800) 334-7458
Fax: (402) 479-2123
www.smartcomputing.com
email: feedback@smartcomputing.com

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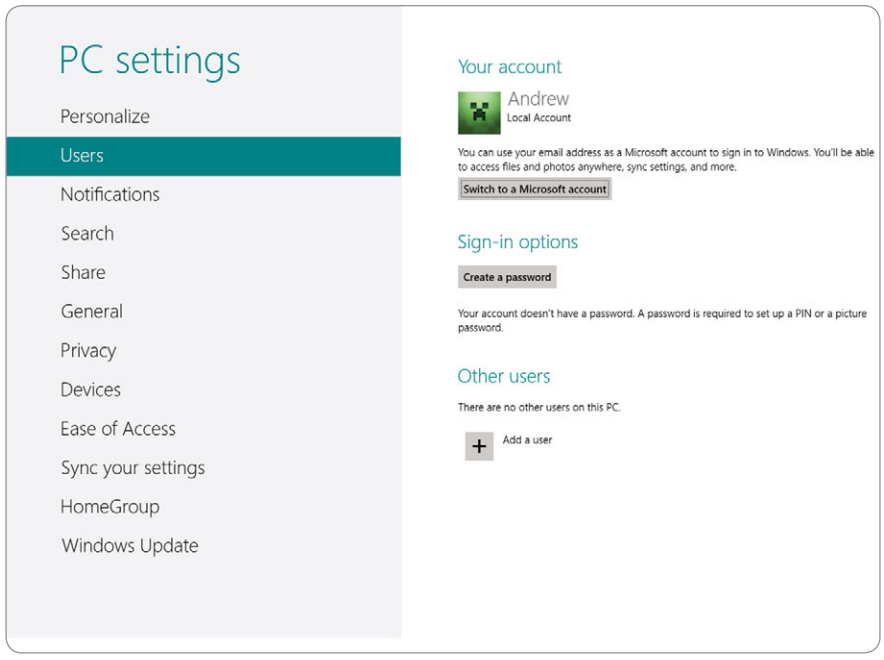
Common Windows 8 Tasks

How To Do It All In Microsoft's Latest Operating System

In this article, we'll explain how to accomplish common Windows 8 tasks in several categories, to help you streamline your computing experience, keep the OS up-to-date, adjust the look and feel of the interface, connect to and use email, perform simple networking tasks, secure your system, and more.

No matter how computer savvy you are, a new operating system is a big adjustment. When using Windows 8, with its new user interface and additional features, you may find that your usual way of doing things is no longer possible in the same way. But you'd be doing yourself a disservice by avoiding the upgrade altogether; Win8 is built to handle modern computing hardware, boot faster than any previous version, and streamline many of the most common tasks you perform. To take full advantage of your new Win8 computer, we'll help you move in, unpack, and settle down. Before you know it, your new OS will feel just like home.



In Windows 8, your Microsoft account doubles as your user account. If you want, you can use a "local account," but you'll miss out on Windows 8's cloud-based extras.

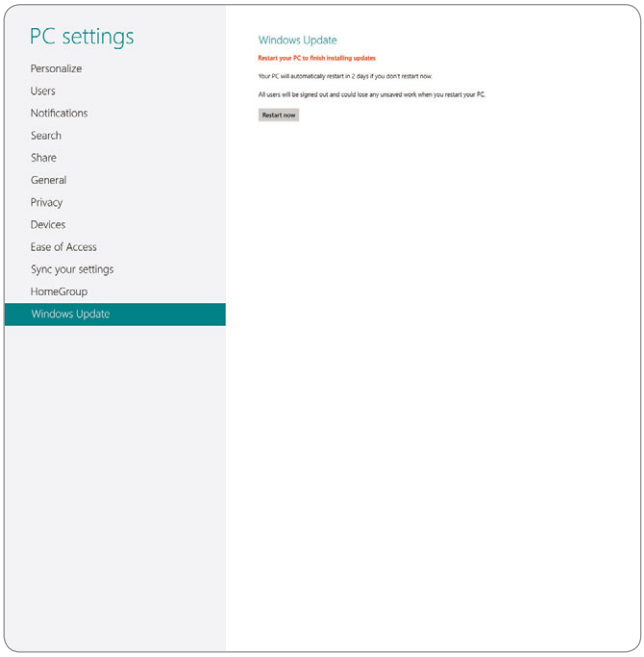
Optimization & Efficiency

Early in the process of setting up your Windows 8 system, you'll want to make sure you sign in with a Microsoft account. Although you can create and run your computer just fine using a local account, tying your login to a Microsoft account simplifies using Microsoft's cloud-based storage service, SkyDrive. When using multiple Win8 PCs, you can also access files across them, sync settings, and more when they're all tied to a Microsoft account.

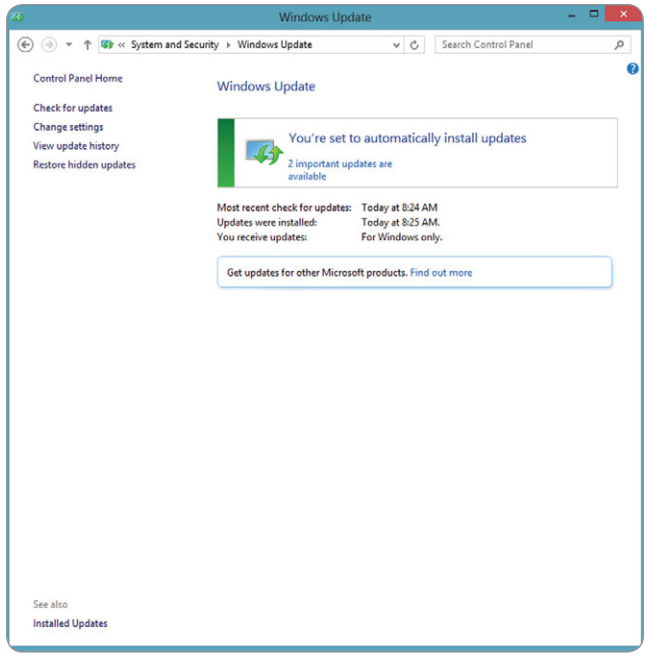
User account. To access the user account configuration screen, move your mouse pointer to the lower-right corner of the screen to display the charms bar, a black options bar that slides in from the right edge of the screen. Click Settings, then click Change PC Settings. On the PC Settings page, click Users from the left-hand column to see your account. If you're currently using a local account, there will be a Switch To A Microsoft Account button, click it.

Shut down. In order to shut down your Win8 PC, the default method involves hovering your mouse pointer over the lower-right corner of the screen to expose the Charms Bar, clicking Settings, and then clicking Power. You can also do a Settings search (Windows Key + W) and type **shut down**. But a quicker way to do it is to create a shortcut for your Desktop. Start by clicking the Desktop tile, right-click a blank spot on the screen and click New, and then click Shortcut. In the Location text box, type **shutdown.exe –s –t 00**, and then click Next. The shortcut name should appear on the following screen where you can change it if you want. Click Finish to complete the operation.

Context menu. Like previous versions, Win8 has a number of useful



The Windows Update section of the Settings menu displays any pending updates.



You can modify your Windows Update settings from the Control Panel, accessible by pressing Windows Key + X.

shortcuts that make using the OS easier than ever. One of the best shortcuts is performed by pressing the Windows Key + X. This will bring up a context menu that lets you quickly access things like the Event Viewer, Device Manager, Command prompt, Task Manager, Control Panel, Run dialog, and Desktop.

Open Windows Explorer. The Windows Key + E shortcut launches Windows Explorer, making it easy to locate files on your computer, hard drives, or network location.

Search. Press Windows Key + F to perform a computer-wide search of documents and files.

Show apps. The Windows Key + Q shortcut displays the apps installed on your system. Click the app you want or type its name to locate it more quickly.

Find settings. Press the Windows Key + W to perform a settings search. This helps you find settings menus, such as Devices, Privacy, and Notifications. It also lets you search for how to perform specific tasks, such as Add Printer or Connect To A Network.

The Charms bar. Windows Key + C instantly displays the Charms bar so you can access Search, Share, Start, Devices, and Settings.

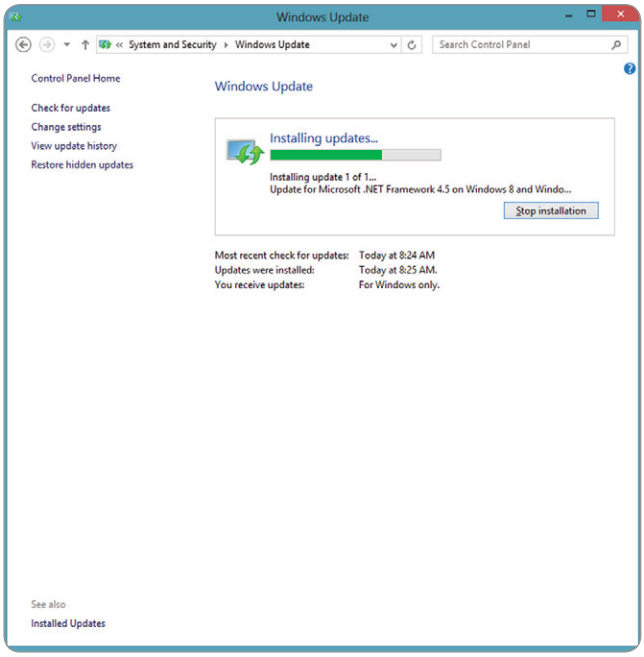
Close an app. The fastest way to close an application in Windows 8 is to grab it at the top of the window using your mouse and then drag it down and off the bottom of the screen.

Recall an app. To get back to an app you were just using, move your mouse pointer to the upper-left corner of the screen and then down along the left edge; this displays all the apps that are currently running in the background, and it's a great way to manage your multitasking sessions.

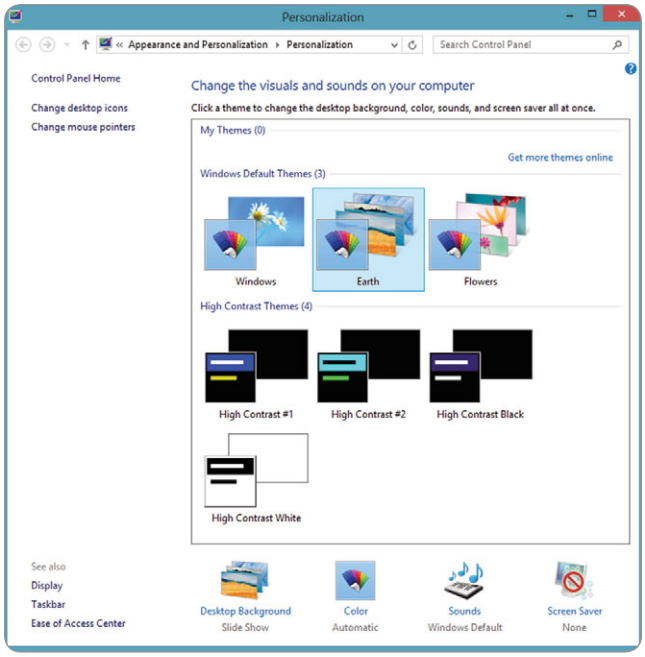
Windows 8 Updates

There are a couple different ways to keep your Win8 software up-to-date. To keep the operating system functioning at its peak, it's important to configure the OS to automatically install security updates, patches, and critical fixes as soon as possible.

System updates. To check your Automatic Update settings, from the Start screen, move your mouse cursor to the lower-right corner of the screen to display the Charms Bar, click Settings, then click Change PC Settings. On the PC Settings page, click Windows Update from the left-hand column to see if any updates are pending. If not, click Check For Updates now and follow the onscreen prompts. To get more hands-on with your updates, navigate back to the Start screen (press the Windows key if you're on the Desktop) and press the Windows Key + X and then click Control Panel. Next, click System And Security, then click Windows Update. From this screen, you can check for updates, view update his-



The Windows Update screen in the Control Panel lets you quickly check for new updates, view history, or restore hidden updates.



The Personalization windows will look familiar to Windows 7 and Vista users.

tory, and restore updates that you have manually hidden. To change Windows Update settings, click the Change Settings hyperlink on the left side of the window. The Important Updates setting should be set to Install Updates Automatically (Recommended). If you want to change this, click the drop-down menu and click the option you want. We recommend changing this option only if you're on a metered Internet plan, and then set it to Check For Updates But Let Me Choose Whether To Download And Install Them. When you have access to a Wi-Fi connection, use the opportunity to download and install your updates. The Windows Update screen also has a checkbox that lets your system download and install recommended updates.

App updates. Occasionally the apps you've installed from the Windows Store will get updates. Win8 lets you know there are pending app updates by displaying a notification in the top right-corner of the screen, in the Windows Store. Click the notification and then click Install All to bring the apps up to date.

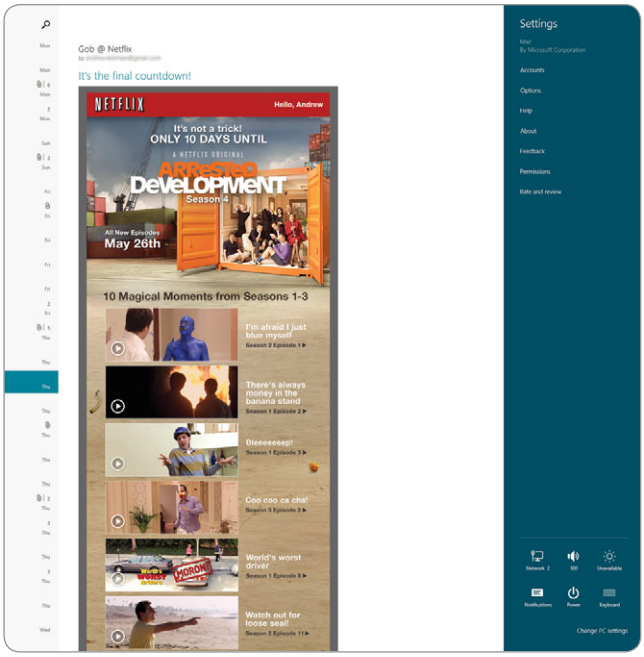
Tweak & Personalize

To tweak the look of Windows 8, just hover your mouse over the lower-right corner of the screen to reveal the Charms bar off to the right-hand side of the display. Click Settings and then Change PC Settings.

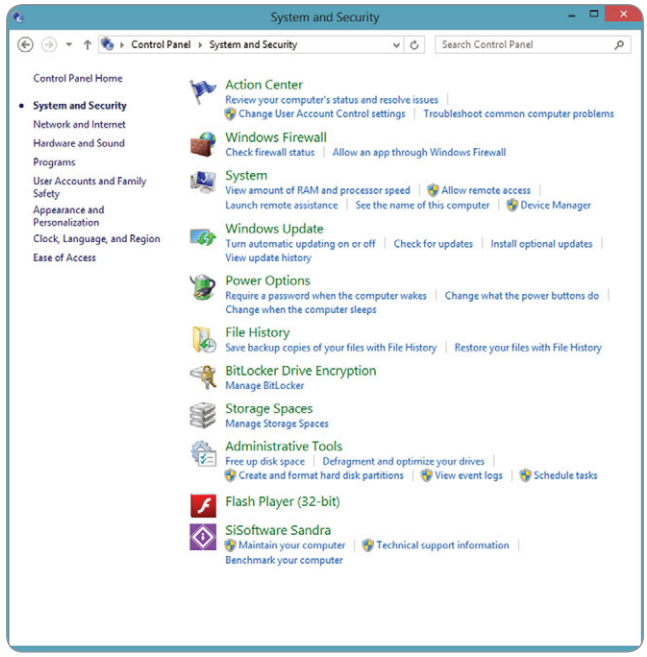
Personalize screens. By default this menu displays the Personalize section, which lets you navigate between the Lock Screen, Start Screen, and Account Picture menus at the top of the right pane to change the look of each. You can even add a handful of apps to the Lock Screen from here.

To access even more personalization settings, enter Desktop mode by pressing the Windows key, access the Charms Bar again, click Settings, but this time click Personalization. It's important to note that the options that appear in the Charms Bar change depending on where you are when you invoke the menu. If you're familiar with Windows 7, then this settings page will look familiar. From here you

The options that appear in the Charms bar change depending on where you are when you invoke the menu.



Click Settings from the Charms bar to see common tasks and settings that vary depending on the context.



Use the System And Security section of the Control Panel to access the always-useful Action Center.

can swap themes, change your Desktop background, change the color settings, tweak system sounds, and configure the screen saver. The hyperlinks at the top-left corner of the window also let you change the Desktop icons and change your mouse pointer.

Connecting To & Using Email

Win8 ships with a new email client that works much like those that came with previous versions of Windows. From Start, click the Mail tile to launch the client. Invoke the Charms Bar by moving your mouse pointer to the lower-right corner; then click Settings. Click Accounts, then Add Account to configure Windows Mail to work with your current Web email provider. Follow the onscreen prompts to complete the operation. When you're finished, you can right-click anywhere to display a menu along the bottom of the screen that lets you sync, access folder options, select all messages, print, flag, junk, move, and mark messages as unread. Icons in the top-right corner of the Mail client let you create a new email or reply to or delete the currently highlighted email.

Networking Tasks

Joining a network in Win8 is easy. Access the Charms bar and click Settings. Click the wireless or wired network icon, click the network you want to connect to, and then click Connect. If you're connecting to a Wi-Fi network, follow the onscreen prompts to input the password.

Now that you have an Internet connection, you can start browsing the Web by clicking the Internet Explorer tile from the Start screen. In Desktop mode, click the Internet Explorer icon from the task bar at the bottom of the screen. Alternative browsers, such as Chrome or Firefox will appear as tiles on the Start screen after you install them on your system.

When you launch Internet Explorer from the Start screen, you'll notice that it appears radically different than you may be used to. The navigation controls, Address Bar, and Favorites aren't visible at first, but you can display them by right-clicking on the white space to the right or left of the web page. As you browse, these elements will slip out of visibility at the bottom of the screen to let you focus on your surfing experience.

Secure Your System

Win8 has a number of built-in security features. To access them, press Windows key + X, click Control Panel, then click System And Security. From here you can access security features such as BitLocker Drive Encryption (encrypts folders and hard drives to keep them safe from unauthorized access), Windows Firewall, and the Action Center, which provides notifications about the security and performance of your device.

When launched from the Start screen, Internet Explorer will hide the address bar until you right-click within the white space.

The Start screen becomes much easier to use once you name the columns and rearrange the tiles.

Security tools. Click the Security category in the Action Center to review the status of your Windows Firewall (turn it on, if it isn't already), Windows Defender (virus protection; enable it, if it isn't already enabled), and more. The Action Center also gives you access to Windows SmartScreen (which blocks unauthorized apps from running), and other notifications about out-of-date hardware drivers.

As with previous versions of Windows, be sure to keep your third-party applications up-to-date to maintain a safe and optimal experience.

Using The Start Screen

Organizing the Start screen is a good way to get the most out of Microsoft's new user interface.

Go to the Desktop. As we went to press, Win8 always boots to the Start screen. To make sure you can get to the familiar Desktop quickly, click and drag the Desktop tile from its current position to the top of the leftmost column of tiles. Now you can access it immediately after booting by just pressing the ENTER key.

Create and name tile columns. As you can see, it's easy to drag and drop tiles on the Start screen to rearrange programs. But there's also a way to easily create and name your own columns to help you and others using your computer more quickly find what they're looking for, especially as you begin to add more and more icons to the Start screen.

To begin with, you're going to want to drag the Start icons around to arrange them into groups. This portion is very intuitive: Simply click and drag an icon to the place you want it to be, other icons within the column will move out of the way to make space. To form a new column, click and drag an icon to the space between two existing columns until you see a vertical bar appear, then drop the icon there. The icons will part, leaving the icon you just placed as the topmost icon in a new column.

To apply names to the columns, drag your mouse to the lower-right corner of the Start screen and click the small horizontal bar. This zooms out on your Start screen. From this micro view, you can right-click a column and click Name Group from the bottom of the screen. Then just type the name of the group and press ENTER. Do this again for each column of icons. When you're finished, your Start screen should be even easier to navigate.

A New & Improved Normal

Getting used to how Window 8 works will take some adjustment. But give it a little time; as long as you're patient and open to learning something new, you'll find that the new OS really does make many of your more frequently-performed tasks easier and more intuitive.

Small Business **Resources**

The Web has a trove of resources for SOHOs (small and home offices) and small businesses—if you know where to look. Find an association that can help you meet your goals; get information from the government about loans, grants, and taxes; and stay up-to-date with the best small business newsletters and blogs. If you have a pressing question, pose it on a forum to see what your peers have to say.

Associations & Support

Better Business Bureau
www.bbb.org
(703) 276-0100
4200 Wilson Blvd.
STE 800
Arlington, VA
22203-1838

Main Street Alliance (MSA)
mainstreetalliance.org
info@mainstreetalliance.org
(603) 831-1835
3518 S. Edmunds St.
Seattle, WA 98118

National Federation of Independent Businesses (NFIB)
www.nfib.com
(800) 634-2669
(615) 872-5800
53 Century Blvd.
STE 250
Nashville, TN 37214

National Small Business Association (NSBA)
nsba.biz
(202) 293-8830
1156 15th St., STE 1100
Washington, DC 20005

SCORE
www.score.org
(800) 634-0245
(703) 487-3612
1175 Herndon Pkwy
STE 900
Herndon, VA 20170

Small Business Development Centers Network (SBDCNET)
www.sbdcnet.org
(800) 689-1912
501 W. Durango Blvd.
San Antonio, TX 78207

Blogs

Signal vs. Noise
37signals.com/svn/posts

Small Business Search Marketing
www.smallbusinesssem.com

Small Biz Bee
smallbizbee.com

Small Business Trends
smallbiztrends.com

The Small Business Blog
www.sme-blog.com

The Entrepreneurial Mind
www.drjeffcornwall.com

Forums

Small Business Administration Community
www.sba.gov/community

The Small Business Community Forums
www.smallbusinessforums.org

Small Business Ideas Forum
www.smallbusinessbrief.com/forum

The Young Entrepreneur
www.youngentrepreneur.com/forum

Government

Grants.gov

House Committee On Small Business
smallbusiness.house.gov

Small Business and Self-Employed Tax Center
www.irs.gov/businesses/small

Small Business Administration (SBA)
sba.gov

U.S. Copyright Office
copyright.gov

U.S. Department of Labor
dol.gov

U.S. Senate Committee on Small Business & Entrepreneurship
sbc.senate.gov

Small Business **Development Centers**

Assistance For Entrepreneurs

Haven't the foggiest idea how to harness your entrepreneurial spirit, pull yourself anywhere using bootstraps, or think in or out of a box? Starting and running your own business is tough, but fortunately for prospective and current small business owners, SBDCs (Small Business Development Centers; asbdc-us.org) dispense with the clichés and offer training, counseling, and other assistance to help you craft your vision into a real-world success.

Run A Small Business

Pooling resources from federal, state, and local governments, as well as the private sector and the educational community, The Association of Small Business Development Centers is truly a joint venture with a vested interest in fostering small business growth. For an overview of what the SBDC can offer you and your small business, visit bit.ly/dKYe2a. The SBA (Small Business Administration; www.sba.gov) is partnered with SBDCs.

Help On Your Turf

You may be surprised to learn that there's probably an SBDC branch nearby; there are locations in all 50 states, in the District of Columbia, Puerto Rico, and even in the U.S. territories. There are 63 nationwide Lead Small Business Development Centers coordinating program services for every sub-center and satellite location in each state. Centers are made up of directors, full-time staff members, and various part-time staff and volunteers.

The best way to contact your nearest SBDC is to visit the Association of Small Business Development Centers' Web site (asbdc-us.org), input your ZIP code into the Find Your Nearest Small Business Development Center text box, and then click Go. The results page will highlight Lead Centers but rank centers in order of those closest to your location. Often, SBDCs partner with universities and colleges, and tend to be found on campuses across the country. On the search results page, you'll also find a link to the local office's Web page, email address, phone number, a fax number if available, and address.

Frequent Question

If you're like many other people starting a small business, funding is at the top of your mind. A common question that entrepreneurs have for SBDCs is: "Am I eligible for grant money?"

The answer depends on the nature of your business. Grants.gov (www.grants.gov) will give you a clear picture of your options before your visit to a Small Business Development Center.

The Closest Thing To A Free Lunch

The services offered may vary by location, but all SBDCs offer many services free of charge. Some typical services you canexpect from your nearest SBDC include help with financial, marketing, production, organization, engineering, and technical problems and access to feasibility studies that can flesh out a fledgling business plan. Some SBDCs also offer affordable training seminars to help with various aspects of running a business. You can also rest assured that your business with the SBDC will remain confidential.

Women's Business Centers

The SBA offers WBCs (Women's Business Centers), which directly serve female entrepreneurs through nearly 100 educational centers nationwide. This organization strives to assist women in overcoming the hurdles they face in today's business environment by offering business management training and technical assistance to all women, with a special emphasis on economically or socially disadvantaged women. The services and training programs are also commonly offered in multiple languages to enable those who speak English as a second language or are still learning English. To find your nearest WBC, visit bit.ly/hs3st2.

Small Business, Big Payoff

Small business owners know that achieving success is about taking risks, innovating, and making tough decisions day in and day out. Thanks to the services offered at the SBA, SBDCs, and WBCs, you're not on your own.

How To Buy Your Next Laptop

New Processors Raise Your Mobile Standard Of Living

The latest family of processors from Intel, code named Haswell, are designed to be significantly faster and more power-efficient than the previous generation, making them ideally suited to laptops. Read on to see why your next laptop could have an Intel 4th generation Core Processor inside.

As we went to press, Intel's 4th Generation Core Processors were still just a list of specs, bar graphs, and photos of prototypes and silicon wafers. But after June, you'll be able to lay your hands on Intel's new Haswell-based laptops, and these devices will have been well worth the wait. In this article we'll give you advice on what to look for when shopping for a new laptop and describe how Intel's latest technologies will make your mobile lifestyle even better than ever.

Size Considerations

Size is one of the most important things to consider when shopping for a new laptop. If you plan on taking the laptop with you on the road frequently or will occasionally be ten or more hours away from an outlet, then you should be looking for a laptop with a screen size no larger than approximately 16 inches.

Ultrabook™ systems are a category of smaller, thinner, and lighter models that frequent travelers and other mobility-inclined users favor. For more information on Ultrabooks, refer to the "The Ultrabook™ Phenomenon" sidebar in this article.

Laptops with 17-inch and larger screens are commonly referred to as desktop replacements. If you plan on keeping your new laptop in the same place for a majority of its useful life, then you'll appreciate a larger screen. These models are often capable of running more powerful processors, due to the fact that battery life is less important to users who favor these kinds of laptops. Larger laptops also often feature more dedicated function keys and sometimes even a standalone number pad. The keys themselves can be larger, making for a more precise and comfortable typing experience.

Intel's 4th generation processors will be available in all shapes and sizes. In smaller laptops and Ultrabook™ devices, Haswell processors are capable of delivering some amazing battery life. Compared to the 3rd generation Intel Core processors, the new ones will be able to deliver 50% more battery life. That means that last year's Core processor-based laptop that lasted ten hours (a rare feat as we went to press) will now be able to go fifteen hours between charges with one of this year's Core processors under the hood. Even if mobility isn't your only concern, it's important to note that Haswell-based laptops will consume significantly less energy, letting you turn up the brightness, crank the speakers, play games, watch TV and movies, and do a whole lot more without taking a hit in the wallet when your energy bill shows up.

Graphics Improvements

Today's laptops use graphics hardware under the hood for more than just games; video processing, any 3D rendering, and other graphically-intensive applications will tax the laptop's graphics adapter. Haswell's integrated graphics hardware is get-

ting a significant upgrade that enables it to deliver about twice the performance of the 3rd Generation Core Processors, even running at a lower clock speed. This is another factor that will help increase battery life. But those who like to kick back and enjoy some gaming goodness will really notice the difference. You'll be able to play at higher resolutions and enable more eye candy than you could before. The improved

Picking A Mobile Processor

Intel and AMD use differing terminology to distinguish their CPUs. Below is a breakdown of Intel's new Haswell mobile CPUs and AMD's latest Richland mobile APUs (accelerated processing units).

Intel Legend: M: Mobile, Q: Quad-core, U: Ultra-low power, X: Extreme, H: High performance GPU

AMD Legend: M: Mobile

Cores Versus Threads: Intel's HyperThreading lets each core process two threads in some instances.

GPUs Demystified: Here, higher numbers (within each family) indicate better performance.

Speed Range: There are two numbers in the Speed column because these processors can dynamically adjust clock speeds depending on the workload.

Family & Model	Cores (Threads)	GPU Model	Speed	Users
Intel Core i5-4350U	2 (4)	HD 5000 (GT3)	1.4GHz-2.9GHz	Mainstream
Intel Core i7-4650U	2 (4)	HD 5000 (GT3)	1.7GHz-3.3GHz	Mainstream
Intel Core i7-4800MQ	4 (8)	HD 4600 (GT2)	2.7GHz-3.7GHz	Performance
Intel Core i7-4850HQ	4 (8)	Iris Pro 5200 (GT3e)	2.3GHz-3.5GHz	Performance
Intel Core i7-4900MQ	4 (8)	HD 4600 (GT2)	2.8GHz-3.8GHz	Performance
Intel Core i7-4950HQ	4 (8)	Iris Pro 5200 (GT3e)	2.4GHz-3.6GHz	Performance
Intel Core i7-4930MX	4 (8)	HD 4600 (GT2)	3.0GHz-3.9GHz	Performance
AMD A4-5145M	2	HD 8310G	2.0GHz-2.6GHz	Mainstream
AMD A6-5345M	2	HD 8410G	2.2GHz-2.8GHz	Mainstream
AMD A6-5357M	2	HD 8450G	2.9GHz-3.5GHz	Mainstream
AMD A8-5545M	4	HD 8510G	1.7GHz-2.7GHz	Performance
AMD A8-5557M	4	HD 8550G	2.1GHz-3.1GHz	Performance
AMD A10-5745M	4	HD 8610G	2.1GHz-2.9GHz	Performance
AMD A10-5757M	4	HD 8650G	2.5GHz-3.5GHz	Performance

graphics are built into Intel's processors, so you don't have to pay extra for a discrete graphics adapter just to indulge your inner gamer.

Intel has come up with a name for its best-tier graphics processor: Iris (or GT3e). On a laptop with a 4th Generation Core Processor with Iris graphics, you can expect to play many current games at the laptop's native resolution, with few compromises in visual fidelity. However, laptops equipped with these processors will be priced on the higher end of the continuum; you may get a solid gaming experience by opting for a less-pricey Haswell processor and a mid-range discrete graphics adapter.

Those who do a lot of gaming, 3D design, image rendering, animation photo editing, video editing, or other graphically-intensive workloads on their laptops will definitely want to look into getting a unit with either the Iris graphics or a capable discrete graphics adapter, such as those available from NVIDIA or AMD.

The Lenovo ThinkPad Twist is a convertible Ultrabook that lets you flip the screen around to use it like a tablet.

Processing Power

The screen size you select will tend to limit your processor selection somewhat. For instance, you won't find a desktop-grade processor in a 13-inch laptop. Nonetheless, within each size class, there are generally a handful of processor models available to choose from. Given the sophistication of today's mobile processors, buying the most processing power you can afford may no longer be the sound advice it once was.

Instead, you may opt for a more entry-level processor if you tend to use your laptop exclusively for Web browsing, basic multitasking, document viewing and editing, and if you only occasionally watch videos, do light photo editing, and play games.

If you do any media (photo, video, audio) creation and editing, web design, heavy multitasking, playing current generation games, or use any resource-hungry specialized software, then you'll want to focus on laptop models with higher-end processors. Features to look for include quad-cores, HyperThreading, Turbo Boost, higher clock speeds, larger caches, and more advanced graphics capabilities.

Wireless Capabilities

Every laptop for sale today will feature built-in Wi-Fi, and the vast majority of them will support the latest 802.11n standard, as well as older standards such as 802.11a/b/g for compatibility with older wireless networks. The follow-up standard, 802.11ac is capable of even faster transfer speeds, but it has yet to appear on many laptops. If you see this standard in the specs list of a laptop, consider it a future-proofing extra.

But Wi-Fi isn't the only wireless technology to watch for. If you want an easy way to connect wireless peripherals and swap files, make sure your new laptop supports Bluetooth. The latest revision of the standard

When Is a Notebook Not A Notebook?

When It's A Chromebook

A chromebook looks (and in many ways acts) like a typical notebook, but it runs Google's Chrome OS, a browser-based operating system. Chromebooks are mainly meant to be used while connected to the Internet, and are designed to run Web-based applications, rather than traditional software installed on the computer itself. Lightweight, fast, and affordable, Chromebooks are in many cases a viable alternative to the traditional laptop.

is called Bluetooth v4.0, which encompasses the Classic Bluetooth, Bluetooth high speed, and Bluetooth low energy (BLE) protocols.

Another wireless technology you may find in current laptops is called Wi-Fi Direct or Intel My WiFi: This technology lets your laptop send and receive files to and from another Wi-Fi capable device, without needing a router to set up a connection first.

Near Field Communication (NFC) is another short-range wireless protocol that you might see. It's designed to send small bursts of data over short distances, up to approximately 4 centimeters.

Some laptops are shipping with support for cellular wireless plans, which let you connect to the Internet practically anywhere you get cellular reception. Of course, these services will charge a monthly data fee.

Touch Or Don't Touch

More laptops are shipping with touchscreens, and those are actually a good way to navigate around Microsoft's new Windows 8 Start screen. If you're already using a Windows 8 computer and you find yourself spending a lot of time on the Start screen, then you may appreciate a laptop with a touchscreen interface. If you're more inclined to jump right into Desktop mode, then a touchscreen may prove less useful.

If you're leaning toward a touch-capable laptop, consider looking at convertible tablet models. Some of these let you detach the screen from the keyboard, while others let you rotate the screen 180 degrees and fold it flat against the keyboard. This is a handy feature because it puts less distance between your fingers and the screen. Windows 8 also supports a number of smartphone- and tablet-like gestures, so navigating the system is fun and intuitive.

OS Inside

The operating system you choose for your laptop is going to have a major impact on your overall computing experience. Laptops available as we went to press include Apple's Mac OSX, Microsoft Windows 7, and Windows 8. Current Mac and Windows users not interested in a steep learning curve may be inclined to stick with their current OS of choice. That being said, everything you can do on a Mac you can also do on a Windows computer, and vice versa.

If Windows 8's new look has you spooked, consider that Microsoft is currently prepping an update, called Windows 8.1, that will attempt to make the fresh OS and its Start menu easier to navigate and use with a keyboard and mouse.

Google's Chromebooks use the cloud-based Chrome OS, which consists largely of Google products, like Google Docs (for document, spreadsheet, and presentation creation and editing), YouTube for videos, Gmail for email, and more. The OS also supports built-in virus protection, and because the OS is cloud-based, it never slows down, like a local hardware-based OS.

All three OSes are intuitive and packed with tons of built-in features. If you depend on a lot of third-party software that only works under one of the OSes, let that influence your decision most.

A Laptop Alternative?

In some cases, a tablet is a viable alternative to a laptop due to its compact size, long battery life, and vast library of inexpensive third-party applications. Drawbacks include the lack of a physical keyboard (generally available as an add-on), smaller screen, touch-only input, and a possible lack of support for much of the software you currently use on your PC and laptop.

The Ultrabook™ Phenomenon

If you're in the market for a new mobile computing platform, Ultrabook™ systems aren't your run-of-the-mill laptops. Here's a rundown of Ultrabook™ features that make a compelling case for adopting a more mobile lifestyle. Note that not all of the following features are available on all Ultrabook™ devices.

- Always less than an inch thick
- Wakes up in a flash
- Battery life that lets you go farther and further between charges
- Faster access to your favorite applications
- Intel HD Graphics for a seamless, stunning graphical experience
- Turbo Boost Technology delivers extra performance on demand
- Supports the programs you know and love
- Two-factor authentication makes sure only you have access to the vital documents and data on your device
- Intel Anti-Theft Technology lets you remotely disable and wipe your laptop if it's ever lost or stolen

Say Goodbye To Your Old PC

With A Good Buy On A New One

Some of the best deals on tablets and computers can be found during the summer months, as technology manufactures attract back-to-school shoppers with deep discounts.

When looking for good buys for back-to-school or back to work, be sure that the products you're comparing come with Intel® technology, because it adds value with benefits like great performance, better multimedia playback, and increased convenience. Here, we'll examine how Intel® boosts the appeal for the various devices you'll see when shopping around.

Tablets

These small, lightweight devices have come a long way in the past few years, so now tablets with Intel-based processors enjoy all the capabilities found in a traditional Windows 8 PC, including the ability to connect peripherals and run full programs—not just apps. The state-of-the-art Intel® tablet experience also includes features such as the ability to instantly turn on, long battery life (often eight hours or more), and support for touchscreen gestures. Tablets are ideal for situations where mobility is your most important priority, and a physical keyboard isn't required.

Ultrabook™

Looking forward to some serious computing challenges at school or work this year? With an Ultrabook™, you'll have the speedy performance of a high-end laptop, but with portability rivaling that of a tablet. For example, some Ultrabook™ devices come with Turbo Boost 2.0 technology, automatically speeding up the system when necessary. If mobility is a concern, note that the Ultrabook™ is lightweight and less than an inch thick. Intel® ensures responsiveness with Intel® Smart Response Technology that remembers the data you access most frequently and Intel® Smart Connect Technology, which periodically fetches updates for social media, and email, even when the system is asleep. You'll also like the fact that the Ultrabook™ comes with a dedicated keyboard and a larger screen than you'll find on a tablet.

Ultrabook™ Convertible

An Ultrabook™ convertible can transistion from a clamshell form-factor to a touch-oriented tablet in seconds, so it can serve as either a tablet *or* an Ultrabook™ system—a two-in-one that makes it the ultimate in mobile computing. Ultrabook™ convertibles are available in flip, slider, swivel, and detachable configurations, so you can find one that best suits your needs. Of course, the convertible features the same powerful Intel® technology found in a traditional Ultrabook™, including hardware-based security to ensure that both your data and your Ultrabook™ are protected if stolen.

New AIO PCs

If you're seeking a new PC for the home office, consider an All-In-One powered by Intel®. Like an Ultrabook™, AIOs can automatically ramp up performance when necessary and are available with touch and in a wide variety of screen sizes, perfect for showing off work for a client or colleagues, or entertaining your entire family.

Selecting Your Next Computer From Tablet To Ultrabook™

Choose The On-The-Go Solution That's Right For You

Confused about which computer is best for you? This chart breaks down the functional differences among tablet, laptop, all-in-one, and Ultrabook™ options. As you can see, an Ultrabook™ provides you with the best of all possible worlds, as you'll enjoy best features of a laptop combined with the sleek design and portability of a tablet. Of course, you might want the PC for very specific uses, so check our chart to find out what's best for you.

	What Are Your Needs?	Tablet	Laptop	All-in-one	Ultrabook™
Portability	Less than an inch thick	✓			✓
	All-day battery life	✓			✓
	Convertible styles	Detachable and wireless keyboard			Detachable, flip, slider, and swivel
Office Productivity	Email, video chat, and instant messaging	✓	✓	✓	✓
	Full size screen & keyboard		✓	✓	✓
	Efficiently create, edit, and multitask		✓	✓	✓
Entertainment	Watch, play, and listen to multimedia	✓	✓	✓	✓
	Smooth HD playback		✓	✓	✓
	Wireless multimedia streaming	✓	✓	✓	✓
	Large screen (18"+)			✓	
Powerful Extras	Wakes up in a flash	✓			✓
	Speed boost when you need it		With an Intel Core i5 or i7 processor	With an Intel Core i5 or i7 processor	✓
	Built in security to keep files and identity safe				✓

Hardware

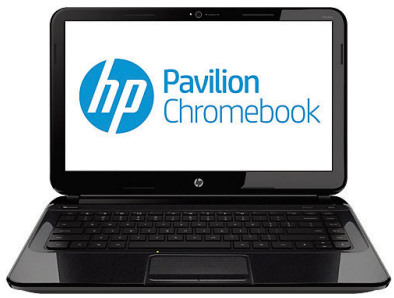
www.HP.com

First full-size Chromebook

HP Pavilion 14-c010us 14" Chromebook

Boot up or wake up quickly. Thanks to a solid-state drive (SSD) and cloud storage, you get to all your favorite stuff faster.

- 2GB DDR3 SDRAM (1 DIMM) Installed Memory, expandable to 4GB
- 16GB solid-state drive
- 14" diagonal HD BrightView LED-backlit display (1366 x 768)
- Google Chrome Operating System
- Keep your PC free from viruses and malware, and your mind free from worry. Extra hardware security is built right in, helping to ensure that your personal data stays that way.



HP Chromebook
Model: D1A48UA#ABA
Staples Item: 150358

Hardware

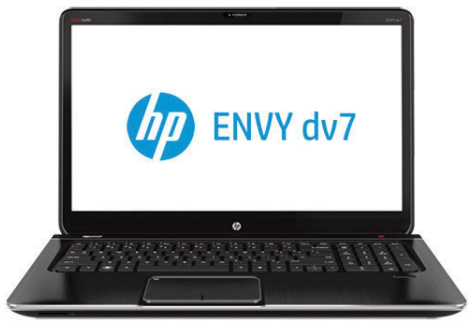
www.HP.com

Performance and Entertainment

HP ENVY dv7-7240us Windows 8 Intel® Core i5

Experience rocking entertainment from the comfort of your home using the powerful HP ENVY dv7 Notebook PC. This desktop alternative makes gaming easy with a large display and numeric keypad. Plus, enjoy Beats Audio™.

- Create home videos in stunning high-definition with the HP TrueVision webcam. The TrueVision webcam will bring out the best in your surroundings.
- 17.3-inch diagonal HD+ BrightView LED-backlit display (1600 x 900)
- Intel® core that features Turbo Boost Technology, making your games and movies run smoothly.
- 750GB 5400RPM Hard Drive with HP ProtectSmart Hard Drive Protection



HP ENVY dv7-7240us
Model: C2H70UA#ABA
Staples Item: 985044

Hardware

www.Lenovo.com

Tablet

IdeaTab A2107

Gear up for the outdoors with the Lenovo® IdeaTab™ A2107. The 7" form factor makes it easy to carry around and the roll cage protects against bumps and jolts. What's more, the online GPS support along with WiFi connectivity keeps you connected.

- 7.0" TN 1024x600 resolution, 4-point multi-touch, Bright 350 nit display
- 8GB eMMC Storage
- Android™ 4 Ice Cream Sandwich Operating System
- MTK6575 Cortex A9 1.0GHz Processor
- 512MB memory
- Up to 10 hours of browsing over WiFi

IdeaTab A2107
Model:59346799
Staples Item: 101560

lenovo. FOR THOSE WHO DO.

Hardware

www.URL.com

Hassles Not Included

Samsung 11.6" Chromebook

The Samsung Chromebook is a new computer that helps you get everyday things done faster and easier. It starts in seconds, has virus protection built-in, and runs your favorite Google apps plus thousands more.

- Samsung Exynos 5 Dual 1.7GHz 1MB Cache Processor
- 2 GB DDR3L 800Mhz Installed Memory
- 16GB Solid State Drive
- 11.6" HD Anti-reflective Display (1366 x768)
- Google Chrome Operating System, which ensures a secure virus-free experience, it updates itself automatically and storage in the Cloud means secure, convenient access to your data

Samsung Chromebook
Model: XE303C12-A01us
Staples Item: 105117

SAMSUNG

Hardware

www.Lenovo.com

Touch Screen Convertible Laptop

Yoga 13 (i5 Processor)

Introducing Lenovo IdeaPad Yoga 13, the revolutionary laptop that offers a touch screen experience of a tablet along with the productivity and efficiency of an Ultrabook™.

- Powerful 3rd generation Intel® Core™ i5-3337U 1.8GHz (up to 2.7GHz) 3MB L3 Cache Processor
- 4GB DDR3 memory
- 128GB SSD storage
- 13.3" HD+ (1600 x 900) IPS display with wide viewing angle; 10-point capacitive multi-touch
- Equipped with Windows 8, perfect for productivity and play
- OneKey® Rescue for fast recovery and protection
- Ultraportable design – .67″ thick and 3.3 lbs.

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Yoga 13
Model:59359567
Staples Item: 141486

Hardware

www.Acer.com

Explore Always

Acer C710-2487 4MB Chromebook

Chromebooks require almost no setup, so you can go from unboxing to doing in minutes. Tasks are easy using the extra-large, button-free touchpad. Stay online with the Acer C7 Chromebook's convenient and reliable wireless.

- 4096MB DDR3 Dual-Channel Memory
- 320GB 5400RPM SATA Hard Drive
- 11.6" HD Widescreen CineCrystal™ LED-backlit LCD
- Google Chrome Operating System
- Up to 4 hours battery Life

Acer Chromebook
Model: C710-2487
Staples item: 164184

acer

Hardware

www.URL.com

Portable, Powerful, Cooler

Samsung Chromebook 3G

With the XE303C12-H01US 3G model, Verizon will provide up to 100MB per month of Mobile Broadband Service for two years. Fast Boot Technology allows you to boot in less than 10 seconds.

- Samsung Exynos 5 Dual 1.7GHz 1MB Cache Processor
- 2 GB DDR3L 800Mhz Installed Memory
- 16GB Solid State Drive
- 11.6" HD Anti-reflective Display (1366 x768)
- With your Chromebook, you can get online at 10,000 feet with free Gogo in-air internet passes. Your Chrombook comes with 12 free passes (estimated $150 value) that you can use over 2 years on domestic US flights.

Samsung Chromebook
Model: XE303C12-H01US
Staples Item: 105126

SAMSUNG

Hardware

www.Acer.com

Everyday Simplicity

Acer C710-2847 2MB Chromebook

Start in seconds and have that new computer feeling - every time. Chromebook's cloud-based Chrome OS and built-in virus protection refresh on reboot. No updates to track, no discs to insert, and backups are automatic, too. Unlike other computers, Chromebooks get better with age. Plus, Chrome OS's intuitive interface makes it all so simple.

- 320GB 5400RPM SATA Hard Drive
- 11.6" HD screen energizes your videos, pictures and web content. Crisp resolution brings family closer during video chats, and the HD webcam presents you at your best, too.
- Google Chrome Operating System
- Up to 3.5 hours Battery Life
- With your Chromebook, you can even get online at 10,000 feet with 12 free in-air Internet passes.

Acer Chromebook
Model: C710-2847
Staples item: 125265

acer

Hardware

www.URL.com

Get Going – In 1 Second

Samsung Series 5 550 12.1" Chromebook

Samsung Series 5 550 Chromebooks are fast to use, and don't slow down over time. They have layers of security built-in, so don't need to buy or install antivirus software. They come with apps for all your everyday needs, and keep your files safely backed up on the cloud. And with free, automatic updates, your Chromebook keeps getting better and better.

- Intel® Celeron® 867 1.3GHz 2MB L3 Cache Processor
- 4GB 1333MHz DDR3 Installed Memory
- 16GB mSATA Solid State Drive
- 12.1" LCD LED-Backlit Display (1280 x 800 WXGA)
- With the XE303C12-H01US 3G model, Verizon will provide up to 100MB per month of Mobile Broadband Service for two years.

Samsung Chromebook
Model: XE550C22-H01US
Staples Item: 953743

SAMSUNG

Hardware

www.Lenovo.com

Convertible UltraBook®

ThinkPad® Twist

Ultra responsive. Ultra sleek. Ultrabook™. Inspired by Intel. Now you won't sacrifice power for beauty - experience the joy of performance that keeps up with you.

- 3rd Gen Intel® Core™ i5 – 3317U processor, 1.7 GHz, 3MB L3 Cache; Enjoy an automatic burst of speed when you need it with Intel® Turbo Boost Technology 2.0
- 4GB 1333Mhz DDR3
- 500GB 5400RPM SATA Hard Drive plus 24GB SSD Cache
- 12.5" HD IPS Display with Touch Sensor
- Windows 8
- Stereo speakers with Dolby® Home Theatre® v4 audio

ThinkPad Twist
Model: 33474HU
Staples Item: 985048

lenovo. FOR THOSE WHO DO.

Hardware

www.Acer.com

For No More Hassles

Acer C710-2055 4MB Chromebook

The Acer C7 Chromebook is a new, affordable computer that starts in seconds, has virus protection built-in, and runs your favorite Google apps plus thousands more. At an inch thick and 3 lbs, this Chromebook goes wherever you go and keeps your files safe and secure in the cloud.

- 320GB 5400RPM SATA Hard Drive
- 11.6" HD Widescreen CineCrystal™ LED-backlit LCD
- Google Chrome Operating System
- Up to 6 hours Battery Life
- Chromebooks require almost no setup, so you can go from unboxing to doing in minutes.
- Chromebooks come with popular Google products built in. Play and work out of the box with Google's Search, Gmail, Talk and YouTube™

Acer Chromebook
Model: C710-2055
Staples item: 164183

Hardware

www.HP.com

Convertible Touch Screen Laptop

HP ENVY x2 11-g010nr 11.6"

The HP Envy X2 is a Staples Windows 8 Select PC representing the best in design, mobility and performance. The X2 sports and thin aluminum body that quickly switches from a notebook to a tablet and back again with its full size keyboard attachment, adapting to your needs with ease.

- Intel® Atom™ Z2760 Cache Processor
- On-board 2GB 533MHz LPDDR2 SDRAM
- 64GB solid-state drive
- HD Anti-glare LED-backlit IPS Display (1366 x 768)
- Windows 8

HP ENVY x2 11-g010nr
Model: C2K61UA#ABA
Staples Item: 120527

Twice The Speed, Half The Cost

The OfficeJet Pro X Lineup From HP

HP's OfficeJet Pro X printers are even more versatile and cost-effective than many laser printers, producing lab-quality photo prints, transparencies, and envelopes without issue, and at speeds that rival the best lasers.

Traditionally, the knock on inkjet printers as office devices has been their slow speed, but that's not an issue with HP's OfficeJet Pro X lineup. Powered by HP PageWide Technology, these inkjets can crank out documents at up to 70ppm (pages per minute), about double the speed of many comparably-priced laser printers.

The OfficeJet Pro X576dw is a multifunction (print, copy, scan, and fax) business-class inkjet that can produce up to 70 pages per minute. It also offers automatic duplexing and wireless network capabiilites that save paper and make setup a breeze.

Half The Cost

HP says that using original HP inks will allow you to save up to 50% on printing costs when compared to a color laser. HP's 970XL Black cartridge, for example, yields an astounding 9,200 pages. That means added cost-effectiveness, fewer trips to the supply closet, and less downtime while you shut down the printer and replace cartridges. The OfficeJet Pro X printers use four ink cartridges (Black, Cyan, Magenta, and Yellow) for crisp, brilliant color. Both high-yield cartridges (typically priced around $120 a cartridge) and standard cartridges (priced around $75) are available.

Multifunction

The OfficeJet Pro X576dw, X476dw, and X476dn deliver all-in-one capabilities: print, copy, scan, and fax. The 4-in-1 functionality lets you be more productive, because you won't have to switch between devices for your paper tasks. You can easily manage and control the all-in-one printer from the 4.3-inch touchscreen, which supports intuitive swipe gestures. The touchscreen also lets you access HP business apps, so right from the panel you can access Web content and print documents stored in the cloud.

Duplexing & Networking

The "d" in the product title means that the OfficeJet Pro X printer supports automatic duplexing (printing on both sides), which helps saves paper. Networking is also built into every model: Those units with a "w" offer support for wireless and wired connectivity, while "n" models connect via an Ethernet cable.

High-Capacity

HP OfficeJet Pro X printers feature a 500-sheet main paper tray, and they also offer an optional additional 500-sheet input tray to double the printer's capacity. The flagship OfficeJet Pro X576dw offers three trays, including one that supports legal, executive, #10 envelopes, and small paper sizes. The OfficeJet Pro series can utilize nearly all paper types, even specialty papers, such as that used for matte brochures, greeting cards, and glossy photos.

Meet The OfficeJet Pro X

Select The Printer That Best Meets Your Needs

Here are some of the key features of HP's OfficeJet Pro X printer lineup. Note that some models offer extra features that will help you get more work done more quickly and efficiently.

HP OfficeJet Pro X Models	OfficeJet Pro X451dn	OfficeJet Pro X551dw	OfficeJet Pro X476dn	OfficeJet Pro X476dw	OfficeJet Pro X576dw
Price (at Staples.com)	$449.99	$599.99	$649.99	$699.99	$799.99
HP PageWide Technology (General Office Mode)	55ppm	70ppm	55ppm	55ppm	70ppm
Duplex Printing	✓	✓	✓	✓	✓
Easy Print Tools	✓	✓	✓	✓	✓
Energy Star Qualified	✓	✓	✓	✓	✓
USB Connectivity	✓	✓	✓	✓	✓
High Print Capacity	✓	✓	✓	✓	✓
Wired Networking	✓	✓	✓	✓	✓
Wireless Networking		✓		✓	✓
Multifunction (print, copy, scan, fax)			✓	✓	✓

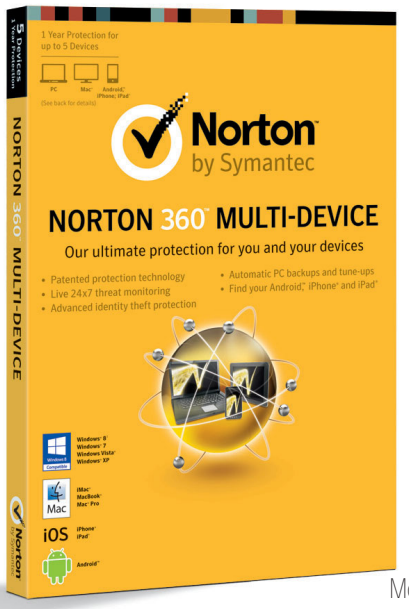
HP ePrint

HP ePrint lets you print from your smartphone or tablet, and allows you to send send documents to your office printer from remote locations, whether that's across the room or across the country. For instance, you can email a document directly to the OfficeJet Pro X series printer and have it already printed when you return. The HP ePrint app also helps you find public printer locations, so you can send print jobs to a nearby printer when you're on the road. HP ePrint is available on all OfficeJet Pro X printers.

www.norton.com

Ultimate Protection for you and your devices

Norton 360™ Multi-Device



$40 off
instantly at register for
Staples Rewards Members

Provides a single, integrated solution that protects you from threats and your mobile devices from loss

Norton 360
Model: 21264472
Staples Item: 957446

Norton 360™ Multi-Device brings together powerful PC, Mac®, Android™, iPhone®, and iPad® protection to deliver a single, straightforward solution that protects you on the various devices you use. With Norton 360 Multi-Device, there's no need to cobble together separate protection products on your own. It lets you safely surf, shop, share, socialize, and bank online, no matter which device you use.

- **EXCLUSIVE! Norton Protection System**: Our five patented layers of protection detect and eliminate PC threats more quickly and accurately than other technologies.
- **Network Defense Layer Protection**: Stops online threats before they can reach your computer.
- **NEW! Threat-Removal Layer**: Targets and eliminates hard-to-remove threats less sophisticated products often miss.
- **NEW! Scam Insight**: Reviews a website's reputation and lets you know if it is safe to enter your personal information, so you can be confident it won't be stolen by cybercriminals.
- **EXCLUSIVE! Norton Management**: Cloud-based controls let you install, manage, fix, update, and renew Norton 360™ Multi-Device on all of your devices over the Internet with a few simple clicks.
- **EXCLUSIVE! Parental Controls Managemen**t: Lets you access Norton Online Family through Norton 360.
- **Norton Identity Safe**: Remembers, secures, and automatically enters your user names and passwords for you.
- **Automatic Backup**: Backs up your photos, music, and other important files only when you're not using your PC, so it won't get in your way and you don't have to remember to do it.
- **PC Tuneup**: Fixes common computer problems, frees up memory, removes unnecessary files, and cleans up your hard drive.

Norton by Symantec

Software

www.McAfee.com

McAfee All Access 2013

Unlimited Protection For all the devices you own

Security is a fundamental requirement in today's connected world. Security threats are becoming more common and more sophisticated, and are moving beyond the PC to other devices. McAfee All Access is a single product that protects all the PCs, Macs, tablets, and smartphones you own.

- Easy to use set up; the cloud-based console lets you manage and monitor all your devices from wherever you connect.
- Free technical support for the life of the product from McAfee experts via phone, Internet chat, and remote access.
- Misplaced your phone? You can use the track feature or make it scream to locate it.

McAfee All Access 2013
Model: AAI13EMB1RAA
Staples item: 957360

McAfee®
An Intel Company

Software

www.kaspersky.com

The Ultimate Proctection

Kaspersky PURE 3.0 Total Security

Award-winning protection against all Internet threats: Kaspersky's innovative hybrid approach to protection combines the real-time efficiency of the cloud with security technologies on your PC to deliver a more effective response to today's threats.

- Safe Money adds even stronger security for online banking, shopping
- Automatic Exploit Prevention: Even if your PCs applications haven't been updated with the latest fixes
- Safeguards your digital identity & privacy
- Scheduled backup protects your photos, music, and financial data
- Encrypted vaults securely store valuable files
- Easy, central security management of multiple PCs
- PC clean-up tools keep your system running smoothly
- Award Winning Parental Control

Kaspersky PURE 3.0 Total Security
Model: P7DC7K2FJQ6UZUB
Staples Item: 167670

KASPERSKY lab

Intel's Newest Release: Haswell Hits The Shelves

More Power For You & Your Mobile Lifestyle

Intel is one of those rarefied organizations that is consistently at the top of its game. The organization seems to deliver improvements in speed and power consumption year after year. But with Haswell, the improvements are substantial, particularly for those who of us do more and more of their computing while mobile. And these days, who doesn't?

What's In A Name

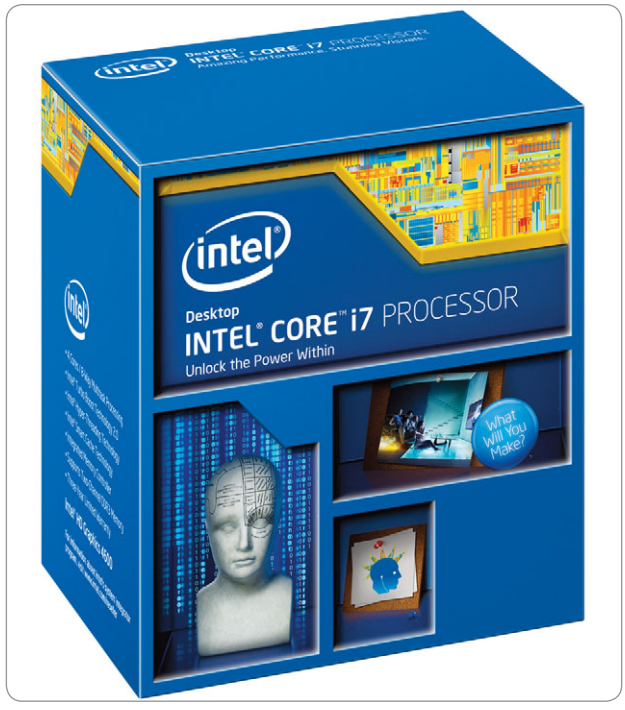
For the most part, Intel names its best-performing processors Core i7, while those with more mainstream performance capabilities are called Core i5. (The company also offers Core i3 processors as an entry-level class of processors, but the firm has yet to announce any Core i3 processors based on Haswell architecture.)

Haswell is Intel's fourth generation of Core processors, so all of the processors' four-digit model numbers will begin with the number 4. For instance, the company's highest-performing desktop CPU currently available is called the Intel Core i7-4770K. The processor-naming conventions give you clues as to what technologies the processor supports, as well. All Core i7 processors have four cores and support a technology called Hyper-Threading. This lets each core on the processor handle two tasks at a time. Hyper-Threading is also available on a handful of dual-core desktop and mobile Haswell processors in the Core i5 family.

Intel also uses a series of letter codes after the model number to indicate other vital information about the processor. The "K" suffix in the Core i7-4770K, for instance, denotes the processor as one of Intel's unlocked models; this means that users can manually adjust the multiplier on the processor to achieve extra performance. This capability is popular among computing enthusiasts who don't mind increasing the processor's power consumption in order to get more performance in games and other processor-intensive applications.

Intel has used power consumption to differentiate models in the past, but the firm is taking this practice to a whole new level with Haswell. Two other suffixes you may notice on Haswell desktop processor models are "S" and "T," both of which deal with how much (or how little) energy the processors consume. The "S" suffix refers to processors that are specially tuned to operate at a maximum TDP (Thermal Design Power) of 65 watts. Briefly, TDP refers to the amount of energy the processor consumes when it's working

Intel's fourth generation Core Processors are code named Haswell.



Intel will sell its desktop Haswell processors in retail boxes like this.

its hardest. To compare, consider that the high-end Core i7-4770K has a TDP of 84 watts. So the Core i7-4770S consumes approximately 77% of the power of the higher-end processor. The Core i7-4770T operates at a 45 watt TDP, which is about 54% of the power of the 4770K. Intel achieves these lower energy consumption targets by lowering the clock speeds. For instance, the 4770K has a normal clock speed of 3.5GHz and the "S" and "T" variants run at 3.1GHz and 2.5GHz, respectively. If you think of clock speed as the processor's relative horsepower, you can easily imagine that the higher-end processor can outpace the power-optimized versions, but at the cost of a higher energy bill.

Another suffix Intel uses on its desktop Haswell processor models is "R," which refers to its BGA (Ball Grid Array) processors. These processors are mounted permanently to the motherboard; when purchasing one of these models, you won't be able to swap out the processor or the motherboard. These systems will most commonly come as compnents in prebuilt desktop computers. As we went to press, the "R" class Haswell processors all come with Intel's most capable integrated graphics processors.

Haswell's mobile processors also have a number of features that Intel identifies with letters. Although a dozen processors classify as mobile, Intel breaks them down into three groups, giving five of them the "M" suffix to indicate that the processor is a traditional mobile processor; five more have the "H" suffix to indicate that it is another BGA type processor that will be bundled with the motherboard; and two models have the "U" suffix to identify them as ultra-low power processors. The "Y" suffix refers to extremely-low power processors, but Intel has yet to announce models that fall into this category. You can imagine that these processors are ideally-suited to thinner and lighter laptops, Ultrabook™ systems, and tablets. The "Q" in a mobile processor's model name indicates that it is a quad-core processor, and an "X" indicates that it is an "extreme" processor

A Graphics Powerhouse

Haswell processors all come with a new graphics engine. The processors currently announced will come with either Intel HD 4600 Graphics, Intel HD 5000 Graphics, or Intel Iris Pro 5200 Graphics. The Intel HD 4600 and 5000 graphics engines are very sim-

ilar to the built-in graphics capabilities found in Intel's previous architectures, code-named Sandy Bridge and Ivy Bridge. The big difference here is that Intel let its engineers dedicate more of the total processor real estate to graphics. For perspective, consider that Intel's Ivy Bridge processors feature up to 16 execution units, the basic building blocks that compose Intel's graphics hardware. With the Intel HD 4600 Graphics on Haswell processors, there are 20 execution units. Intel HD 5000 and Intel Iris Pro 5200 Graphics hardware have a total of 40 execution units to work with, which gives them some serious performance muscle

Haswell Specs & Features

Intel has launched a slew of new processors in the Haswell family, but determining which ones have which features is anything but intuitive. The following chart will show you the vitals for the Haswell processors currently announced in four categories. Desktop Haswell processors will, for the most part, be available in traditional prebuilt PCs and at retail as processors-in-a-box, for system builders. Mobile Haswell processors will be found in laptops, Ultrabook™ systems, all-in-one systems, and tablets. The BGA (Ball Grid Array) processors are going to come to OEMs (original equipment manufacturers) such as Lenovo, Dell, Toshiba, Asus, and HP as processors permanently attached to motherboards.

- The Unlocked feature refers to processors that have a configurable multiplier, which lets users with these processors increase the clock speed of the processor for even better than the rated performance.
- TDP (Thermal Design Power) refers to the amount of power the processor draws when under load.
- The Iris Pro 5200 Graphics are currently only available on some of the BGA processors and they include 128MB of level 4 cache, which can handle both graphics- and CPU-centric workloads.
- The clock speeds listed below are the nominal numbers, indicating the peak clock speed at which-the processor runs without triggering Intel's Turbo Boost Technology 2.0. Note the direct relationship between clock speed and TDP.
- Hyper-Threading lets each discrete core handle two tasks at once.
- Turbo Boost Technology 2.0 lets the processor dynamically increase its clock speed when running applications that don't utilize all cores.

Features	Desktop	Mobile	Desktop (BGA)	Mobile (BGA)
Unlocked	Available	N/A	N/A	N/A
TDP (in watts)	84, 65, 45, 35	57, 47, 37, 15	65	47, 37
Iris Pro 5200	N/A	N/A	Yes	Available
Max Clock (Turbo)	3.5GHz (3.9GHz)	3.0GHz (3.9GHz)	3.2GHz (3.9GHz)	2.4GHz (3.6GHz)
Hyper-Threading	Available	Yes	Available	Yes
Turbo Boost 2.0	Yes	Yes	Yes	Yes

when it comes to handling video workloads, such as light gaming or photo and video editing.

What sets the Intel Iris Pro 5200 graphics apart from all the rest is its inclusion of 128MB of embedded DRAM (Dynamic Random Access Memory) that sits right on the processor's packaging. One of the reasons integrated graphics on Intel's previous generation processors had such a hard time competing with discrete graphics adapters from AMD and NVIDIA is that the integrated hardware just couldn't compete in the memory throughput arena. This embedded DRAM changes that. But the memory doesn't just make gaming better, it can also act as a general-purpose cache that picks up the slack for CPU-centric tasks, so that this embedded DRAM can deliver performance enhancements for any application that is particularly memory constrained. As we went to press, only the BGA versions of (desktop and mobile) Haswell come with the Iris Pro 5200 graphics and the embedded DRAM.

Thin and light products such as this Toshiba Ultrabook tablet are possible thanks to Haswell's incredible power efficiency.

Haswell In A Nutshell

A Layman's Guide To Intel's New CPU

If you've been reading about Haswell, here or elsewhere, you've probably been buried in tech-speak. That's because chip manufacture is inherently a pretty techie undertaking.

But many of us don't care much about the nuts and bolts of a new chip—we just want to know what it means to us.

In the case of Haswell, you're looking at a whole new family of Intel CPUs; some will show up in (or ultimately be bound for) desktop machines, but many will find their niche in mobile devices of one sort or another.

There's a reason that so many Haswell chips are destined for mobile tech: The biggest improvements you'll see in Haswell have to do with the fact that the chip consumes less power than comparable CPUs while delivering improved performance. And that translates to less heat and improved battery life, both of which are key concerns (perhaps *the* key concern) for users of mobile devices from tablets to notebooks.

Making A Power Sipper

There are a number of ways that Intel managed to improve the thermal performance and energy consumption of its Haswell processors; one of them is the 22 nanometer manufacturing process. Intel's 3rd Generation Core processors (called Ivy Bridge) are manufactured on the same node, 22nm, which is the current cutting edge manufacturing process that enables Intel to fit more transistors, the basic building blocks of a processor, into the same space on the die. New since Sandy Bridge, or Intel's second generation Core Processors, are the 3D FinFET transistors, which are capable of powering-down dynamically to decrease power consumption for those times when the added transistors are not needed. Another feature that helps to speed the flow of data on these new laptops is the use of faster interconnects within the processor.

Haswell Has It All

Intel's latest processor architecture is designed to be more energy efficient and graphically proficient than ever. As a result, you can find Haswell-based systems that are smaller, thinner, and lighter and you don't have to pick and choose the applications you run to keep from bogging the system down. Finally, computing on your terms is here.

All About Smartphone OSes

iOS, Android, Windows Phone, & BlackBerry

In just a few short years, smartphones have become a must-have tool for both consumers and business people. One of the key elements to a smartphone's functionality is its mobile OS (operating system), because it determines how quickly and intuitively you can accomplish tasks with the phone. Here, we check out the key features of Apple's iOS, Google's Android, Microsoft Windows Phone 8, and RIM's BlackBerry.

The iOS Home screen displays app icons and folders of app icons.

iOS

Apple has specifically designed iOS for use on its iPod Touch, iPhone, and iPad devices. The iPhone wasn't the first touchscreen mobile phone, but the design of Apple's original iOS showed everyone how a smartly designed mobile OS can make portable devices both powerful and simple to operate. For example, iOS offers gesture controls, such as tap (open), drag (move something from one place to another), swipe (move to up, down, left, or right on screen) pinch (zoom in or out), flick (quickly move in a direction), and twist, that are intuitive ways to control the mobile device.

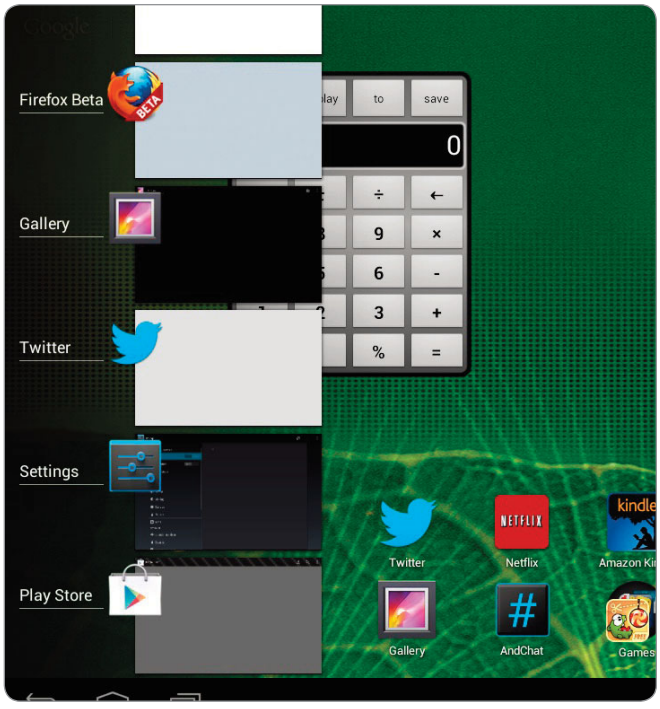
With iOS, all of your primary apps are located on the Home screen that you fill with apps and folders, which are filled with icons that allow you to quickly identify the apps within. Swipe the Home screen to the right to bring up a search field, while a swipe to the right will bring up secondary Home screens. At the top of the screen, Apple provides a notification area where you'll see things like Wi-Fi and cellular connectivity, the time, and remaining battery life. Apple also integrates a multitasking tray that you can access by double-tapping the Home button. Here, you'll find all of your recently used apps. Swipe left or right to find the app you want and tap it to switch. You can also close apps from the multitasking tray. Swiping to the right displays the music player controls.

iOS 6 provides more than 200 new features for Apple's devices. One of the key updates with iOS 6 is the built-in Maps tool that offers detailed graphics and text, even when you zoom all the way into an area. You're also able to tilt and rotate to get a better idea of the area. Apple has also updated the popular Siri utility that lets you speak to the smartphone to get things done faster. You can use Siri to send messages, schedule meetings, start calls, and many other tasks. Other helpful updates include Facebook integration (you can send a photo right from your camera, and Facebook events are built into calendar); the ability to share your photo stream with select contacts; Passbook (keeps your boarding passes coupons and other cards in one place); and Facetime (video chat) that works over Wi-Fi or cellular.

You're probably familiar with Apple's "there's an app for that" ad campaign, and with over 775,000 apps, Apple isn't stretching the truth. The applications are generally simple to operate, because the developers typically integrate gestures that make it easy to enlarge and select content from the on-screen options. We imagine you've had a chance to try iOS at some point, but if you haven't used it yet, you'll find the iPhone sold at AT&T, Verizon, Sprint—and of course, at Apple stores.

Android

According to IDC, Android accounted for 68.3% of the worldwide smartphone market at the end of 2012. IDC indicated that Android's biggest advantage is the broad selection of devices available. Most



With Android 4.0 and above, it's easy to switch and close open applications.

Samsung's Galaxy S4 is one of the most popular Android phones.

of the Android smartphones currently available run Android 4.0 (code named Ice Cream Sandwich), Android 4.1 (known as Jelly Bean), and Android 4.2 (also known as Jelly Bean).

In terms of the basic interface, Android features a Desktop called the Home screen, where you'll be able to place shortcut icons for your favorite programs. Touching an on-screen app opens that program. Most Android phones feature a number of Home screens, sometimes as many as five, that you can reach by swiping your finger to the left or right on the touchscreen. There's also a Notifications section at the top of the screen that reports the arrival of new messages, calendar events, and alarms. Swipe your finger down from the top of the screen to see the new items. You can immediately respond to a notification by tapping it. To get rid of it, just swipe it to the side. You can also add widgets that provide real-time updates for specific apps.

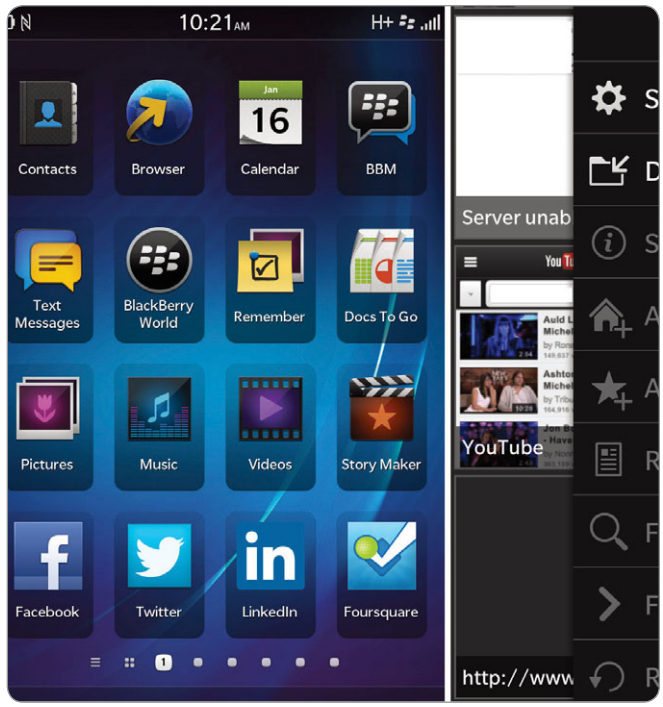
Key upgrades from version 4.0 to 4.1 include a new search tool with quick information cards displayed above search results. In Android 4.1, you'll find a Google search bar at the top of the Home screen, and you can even reach the search tool from the lock screen. Jelly Bean also offers an extensive voice search tool that provides immediate information about things like weather updates, local restaurants, sports scores, and transcribing text messages—just say "Google" to activate the voice command tool. Compared to Android 4.0, Jelly Bean also offers a Notifications section that you can expand upon for more information. Some actions, such as a Call Back button for a missed phone call, are also built into the Notifications items.

Android 4.2 provided a few more minor upgrades over the initial Jelly Bean release. The highlights include support for gesture typing (lets you just glide your fingers across the keyboard); Miracast compatibility (lets you wirelessly connect to HDTVs, Blu-ray players, and other Miracast-enabled devices); a Quick Settings button (lets you manage Wi-Fi, Bluetooth, brightness, and other battery-sapping tools), and Google Now updates (gathers info from your Gmail account and Google calendar).

At press time, Android phones allowed access to a library of around 700,000 free and paid apps, so you can customize the phone to fit your needs. Google also actively promotes app development by providing code and tips to help app designers build new programs.

Android lets you run multiple apps at the same time, allowing you to have a program running in the background and quickly switch between open apps. Business people will want to invest in a mobile of phone running the latest version of Android, as it's the most likely to offer support for the future versions of Android. The phones are supported by most wireless providers.

Windows 8 features app tiles that you can move around and combine.



BlackBerry 10 is a completely redesigned version of the BlackBerry OS.

Windows Phone 8

Microsoft was one of the first companies to develop a mobile OS, and Microsoft's Windows Phone 8 provides smartphones with an OS that's similar to what you'll see on Windows 8-based PCs and tablets.

Microsoft has designed the interface around a few key Hubs, which are essentially folders that allow you to quickly jump to apps offering similar functions. For example, most Windows Phone 8 devices provide default Hubs for People, Mail, Music, Videos, Pictures, and Calendar. All onscreen content is displayed as tiles that you can resize and move. You'll also find Live Tiles that provide real-time information, such as the number of messages, missed calls, new emails, or social networking posts that await your attention. It's easy to add, rearrange, or remove tiles to suit your preferences. The main idea is that everything is organized on the Start screen to let you access information in as few steps as possible.

Compared to Windows Phone 7, Microsoft has added a variety of new features. There's a Kid's Corner that you can set up so the young ones can play with your phone without being able to access work emails and contacts. Windows Phone 8 is more integrated with your Microsoft account, so you'll be able to download apps, games, and music just by signing into the phone. To protect your data and device, Windows Phone 8 lets you back up your app list, settings, phone, and text messages to your SkyDrive account. A built-in utility will also help you find the phone if it gets lost. A new feature of the Start screen is the ability to pick a size for each Live Tile, so you can see as much or as little of the app as you want.

Another bonus of Windows Phone 8 is that you don't have to unlock the phone to see the time, take a picture, or check missed calls, so the phone can more quickly bring important updates to your attention. Business users will like that Microsoft integrates things like Outlook and Exchange support to give you convenient access to your work contacts, emails, tasks, and calendar appointments. You can also add productivity and entertainment tools to your phone via the Windows Store. Recent reports indicate that the Windows Store now offers more than 65,000 apps. Windows Phone 8 devices are supported by most all wireless carriers.

BlackBerry

The BlackBerry OS is developed by RIM (Research In Motion), and the company has recently released BlackBerry 10, which you can find on the Z10 and Q10 models. RIM devices have long been considered some of the best for business users, because RIM has always worked to integrate corporate email, add extra security, and support business appli-

cation to ensure you'll be comfortable using the phone on the road. For example, the BlackBerry 10 smartphones have been approved for use by the United States Department of Defense.

BlackBerry 10 offers a completely new user interface. There's a Home screen comprised of three panes: Apps, Active Frames (a task switcher), and BlackBerry Hub. The latter is a place where you'll see text, email, and social network updates; you can access it by sliding your finger to the right. Slide your finger to the left and you'll return to the currently open app. When you want to switch between apps, just swipe up from the bottom edge of the screen and you'll find other active apps. The Active Frames are miniature versions of the apps currently running on the phone, and many apps are designed to display important real-time information, such as new Tweets or calendar updates.

One of the attractions of BlackBerry 10 is the on-screen QWERTY keyboard that uses BlackBerry's prediction software to accurately suggest a word based on what you're currently typing. Swiping to the left while typing functions as Backspace. You'll also enjoy RIM's popular BlackBerry Messenger service that now supports video calling and screen sharing. BlackBerry World offers more than 70,000 apps, so it's a good bet you'll find a wide variety of applications for common tasks. BlackBerry mobile phones are available from most mobile phone carriers, but not all carriers will be offering models that run BlackBerry 10.

Mobile Breakdown

Operating systems for smartphones change often; this chart will help you differentiate the major features of iOS, Android, Windows Phone 8, and BlackBerry operating systems. We also recommend that you visit a brick-and-mortar retailer, such as Staples, to try out the various smartphones to see which one you like the best.

Mobile OS (manufacturer)	Size of app library	Voice control (app title)	GPS (app title)	Leading phone models	Distinctive features
iOS 6 (Apple)	775,000	Yes (Siri)	Yes (Apple Maps)	iPhone 5	Taller, thinner, and faster than iPhone 4S
				iPhone 4S	8MP camera with image stabilization
Android 4.1/4.2(Google)	700,000	Yes (Voice Actions)	Yes (Google Maps)	Samsung Galaxy S4	Air View & Air Gesture
				HTC One	Dual front speakers
				Samsung Galaxy Note II	Handwriting recognition with S Pen
Windows Phone 8 (Microsoft)	65,000	Yes (Speech)	Yes (Bing Maps)	Nokia Lumia 920	PureMotion HD+ display
				Nokia Lumia 822	Nokia Music with Mix Radio
				Samsung ATIV Odyssey	Built for Business Enterprise features
BlackBerry 10 (RIM)	70,000	Yes (Voice Control)	Yes (Maps)	BlackBerry Z10	Can separate work and private info
					Messages & notifications in one place

Mobile Marketplace

Business Apps *For Android & Windows Phone & BlackBerry & iOS*

Each month, we'll highlight some of the best business tools for Windows Phone, iOS, BlackBerry, and Android platform users. (Unless otherwise noted, Windows Phone apps are available in the Windows Phone Apps Store, Android apps in Google Play, BlackBerry apps in BlackBerry World, and iOS apps in Apple's App Store.)

Note Plus

Windows Phone

This useful app from Dream Matrix is designed to let you make notes and reminders on your Windows Phone. Standout features include support for SkyDrive syncing and recovery so you'll never lose your notes, the ability to set the app's built-in password protection to add a new layer of security, and multiple interface skins to keep the app feeling fresh. The latest version of Note Plus also allows you to put notes into categories, which makes managing a lot of notes a much more intuitive experience.

Sale Calculator

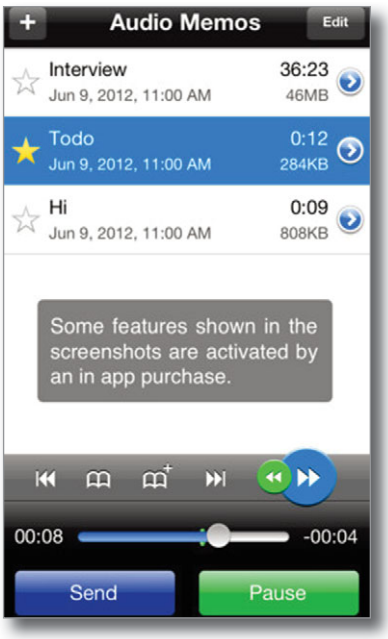
Windows Phone

Have you ever been shopping and wondered just how much an article of clothing or other item would cost after a percentage off was applied? With Sale Calculator, you can input the item's original price, add the discount percentage, and then see how much you're actually saving. This app is useful for shoppers or businesses trying to determine how much they can save on markdown merchandise. The ad-supported app also lets you remove the ads by giving the app a rating on the Windows App Store.

Unification

Windows Phone

Notifications are one of your smartphone's best features, but Liquid Daffodil's Unification takes these handy messages to the next level. The app's Notification Center collects messages from multiple Windows-based platforms, including Windows Phone 7, Windows Phone 8, and Windows 8 (tablet, notebook, and PC). The app encrypts your messages to keep them safe and lets you remove old notifications either one-at-a-time or by selecting multiple notifications and removing them with the tap of a button. Unification can tap into a growing list of other apps, so keep checking for updates.



Audio Memos

iOS

We love a good To Do list app, but sometime its easier to just *say* what you want to remember rather than type it out. With Audio Memos, you can do just that. You can instantly begin recording when you launch the app, using it to capture interviews, lectures, reminders, lists, and more. You can also email your recordings; upload them via USB; combine one or more audio recordings together; search, sort, and filter your recordings; and send the recordings to your PC via Wi-Fi. We also like that there's no preset recording length, so you can simply record until you're blue in the face.

SignEasy

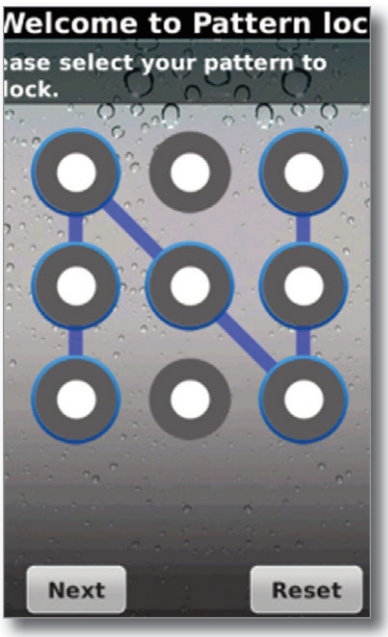
iOS

Even in today's all-digital-all-the-time environment, your signature still carries a lot of weight. With SignEasy, you can easily sign and accept signatures on documents without having to resort to pen and paper. Start by importing a document into the app via email, Web, Dropbox, or Box; use your finger or a stylus to sign the document; and then forward the document on to the appropriate recipient. The app includes support for PDF, Word, Office, Text, Open Office, and HTML. We also like the instant sync feature, which updates the documents on all your devices.

Voice Texting Pro

iOS

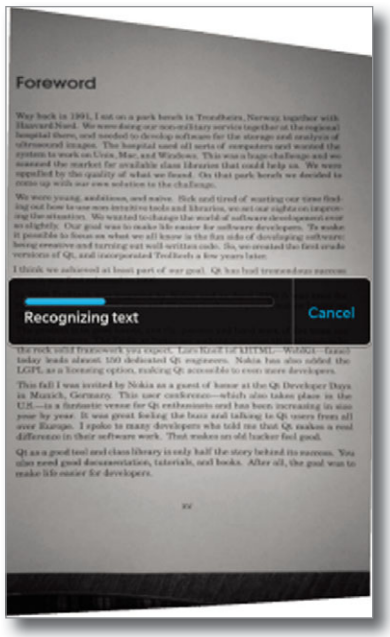
Speech-to-text technology is one of the smartphone's killer apps, and this app is all about simplifying the act of generating emails, text messages, memos, and more. Just tap the microphone icon and begin speaking to record a block of text. When you're finished, you can send the message as an email, SMS, or Twitter or Facebook post. One of the coolest features is the ability to send the dictated text to the clipboard, which lets you quickly paste it into virtually any other application. The speech recognition technology the app uses is also very accurate, so you can compose text faster than ever.



Pattern Lock Free

BlackBerry

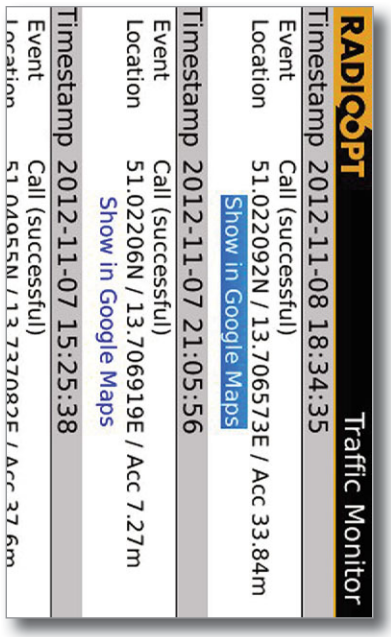
This app, designed for BlackBerry OS version 5.0 or higher, adds a pattern-based lock to the BlackBerry platform. The app adds another layer of security to your device and also prevents unintentional button presses and phone calls. To set a pattern, just launch the app, reset the code, and draw a pattern twice to lock it in. To unlock the phone, just draw your pattern onscreen and you'll gain access to the Home screen. The apps also has a Forgot Password option that lets you reset it in the event that you forget your pattern.



Scan To Text

BlackBerry

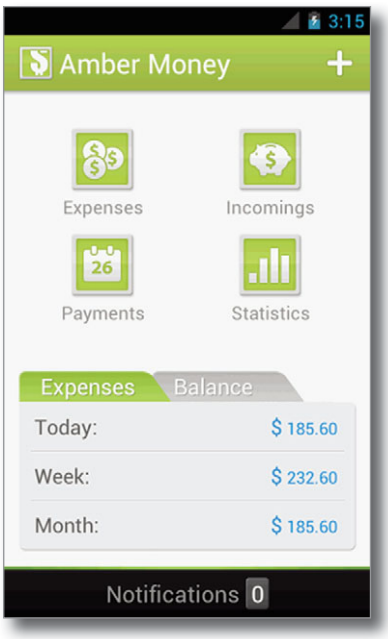
This useful app turns your BlackBerry OS 10.0 or higher smartphone into a pocket-sized scanner. Just launch the app, take a photo of a text-based document with your phone, and let the app's sophisticated OCR (Optical Character Recognition) technology convert the image into editable text. The conversion takes place on-device, which means you can scan an unlimited number of documents even when you don't have cellular reception. The app can also compensate for rotated and skewed images. When complete, you can send the text via email or BBM or copy it to the clipboard.



Traffic Monitor

BlackBerry

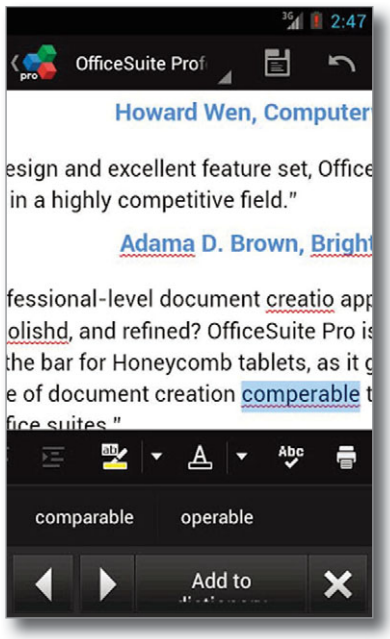
RadioOpt's Traffic Monitor displays detailed statistics about your Wi-Fi and cellular data traffic, including voice call usage; SMS traffic; number and duration of incoming and outgoing calls; statistics for the past 30 days, six weeks, and six months; traffic breakdown by location; and more. You can also configure the app to reset stats on the first day of your billing cycle. We also like the Usage Prediction feature, which can give you an estimate of how much traffic will occur until the next billing cycle.



Amber Money

Android

Amber Money is a streamlined personal finance app that can help you get your accounts in order. Features include a quick available balance view and the ability to manage multiple expense categories and attach photos to expenses. This is a handy feature because it lets you easily distinguish similar expenses, for instance, car payments for two different vehicles. The app supports multiple currencies and is capable of graphically displaying useful statistics to help you manage your finances. The app is designed to run on both smartphones and tablets.

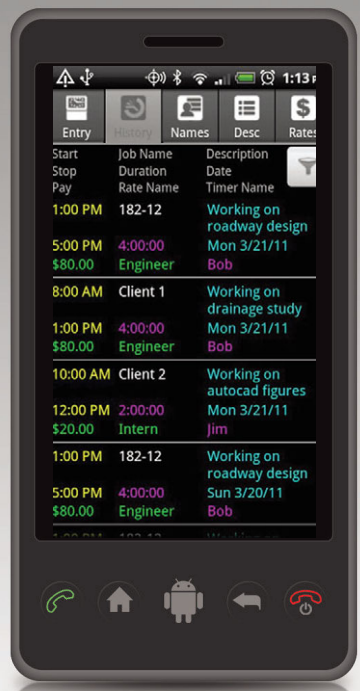


QuickSpell

Android

The fact is, sometimes clients, partners, customers, and other organizations will judge you based on your spelling ability. To present yourself in the best light possible, install QuickSpell and let it act as your own personal proofreader for emails, calendar appointments, contacts, and social networking posts. This app uses the same proven spelling engine as Google Chrome, Mac OSX, Firefox, Open Office, and more. QuickSpell also supports more than 40 languages and there's an editable dictionary, so you can add entries for words that are not recognized by default.

App Of The Month



Android Time Card

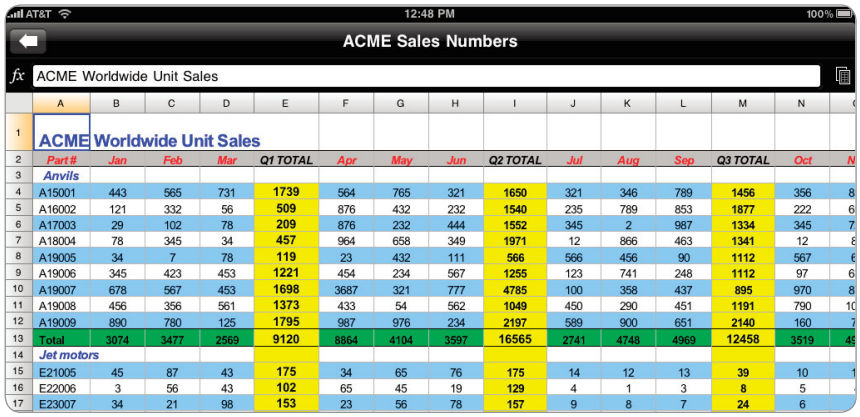
Android

If it's your responsibility to keep track of the amount of time you spend on any project, we recommend you try Android Time Card. This app lets you clock in and clock out right from your Android phone. You can also save and forward your time card to your employer, employees, or anyone else. The app supports backup and reload from SD card, multiple timers, the ability to import job names and descriptions, a widget-based component, mileage tracking, earnings, and the ability to add notes to each job.

Office Equivalents For Tablets

View & Edit Office Documents On Your Tablet

Tablets that feature a full version of Windows 8, such as the Microsoft Surface Pro, are capable of running the complete editions of the Microsoft Office productivity suite. But what if you own a tablet that runs Android or iOS? Fortunately, there are several tablet-based productivity apps that allow you to edit and create content in Office formats. Here, we'll take a look at some of the most popular Office alternatives.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	ACME Worldwide Unit Sales													
2	Part #	Jan	Feb	Mar	Q1 TOTAL	Apr	May	Jun	Q2 TOTAL	Jul	Aug	Sep	Q3 TOTAL	Oct
3	Anvils													
4	A15001	443	565	731	1739	564	765	321	1650	321	346	789	1456	356
5	A16002	121	332	56	509	876	432	232	1540	235	789	853	1877	222
6	A17003	29	102	78	209	876	232	444	1552	345	2	987	1334	345
7	A18004	78	345	34	457	964	658	349	1971	12	866	463	1341	12
8	A19005	34	7	78	119	23	432	111	566	566	456	90	1112	567
9	A19006	345	423	453	1221	454	234	567	1255	123	741	248	1112	97
10	A19007	678	567	453	1698	3687	321	777	4785	100	358	437	895	970
11	A19008	456	356	561	1373	433	54	562	1049	450	290	451	1191	790
12	A19009	890	780	125	1795	987	976	234	2197	589	900	651	2140	160
13	Total	3074	3477	2569	9120	8864	4104	3597	16565	2741	4748	4969	12458	3519
14	Jet motors													
15	E21005	45	87	43	175	34	65	76	175	14	12	13	39	10
16	E22006	3	56	43	102	65	45	19	129	4	1	3	8	5
17	E23007	34	21	98	153	23	56	78	157	9	8	7	24	6

Documents To Go provides an Office-like experience on Android and iOS devices.

Documents To Go

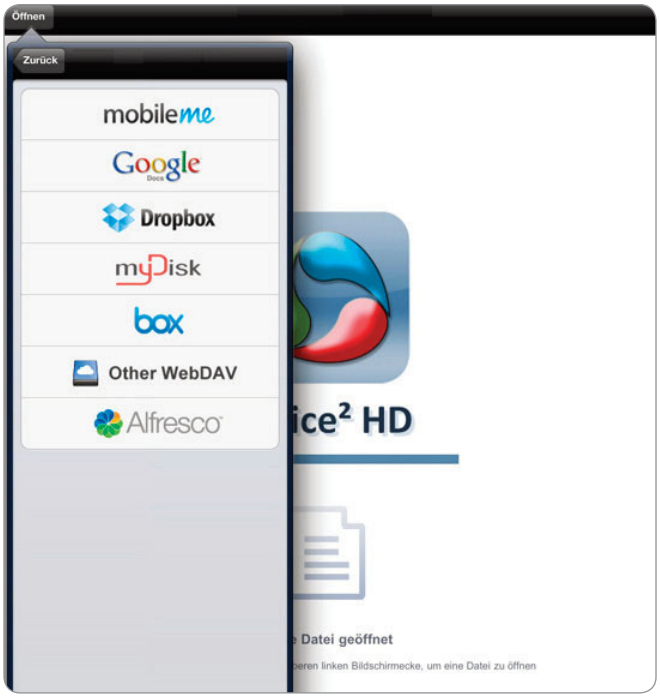
DataViz (www.dataviz.com) has been around since the days of Palm, Windows Mobile, and Symbian OS, and Documents To Go always provided a way for you to open and edit Word, Excel, and PowerPoint files on mobile devices. The app is currently available for Android and iOS tablets. InTact Technology is one of the app's key features, as it ensures that formatting and layout (e.g., headers and footers) of the original documents and spreadsheets are maintained on the version saved on your tablet, even if you can't see them on your mobile device. Changes are also merged with the data on the original file, so the formatting will show up when viewed on a PC.

The Android version of Documents To Go supports .DOC, .DOCX, .XLS, .XLSV, .PPT, .PPTX, and .PDF file formats. The app supports Office files downloaded as attachments, password-protected files, and also those stored on a memory card. You'll also enjoy support for Google Docs, so you can download and edit files from your Google Docs account. The iOS version of Documents To Go provides support for the same Office formats as the Android version, except that Microsoft PowerPoint editing is supported only on Documents To Go Premium. Documents To Go for iOS supports iTunes File Sharing, so you can quickly move files between your iPad and computer. The built-in Mail app also lets you add attachments in Documents To Go. Both the Android and iOS versions come with a desktop application that features file synchronization, so any file changes will automatically be merged between devices.

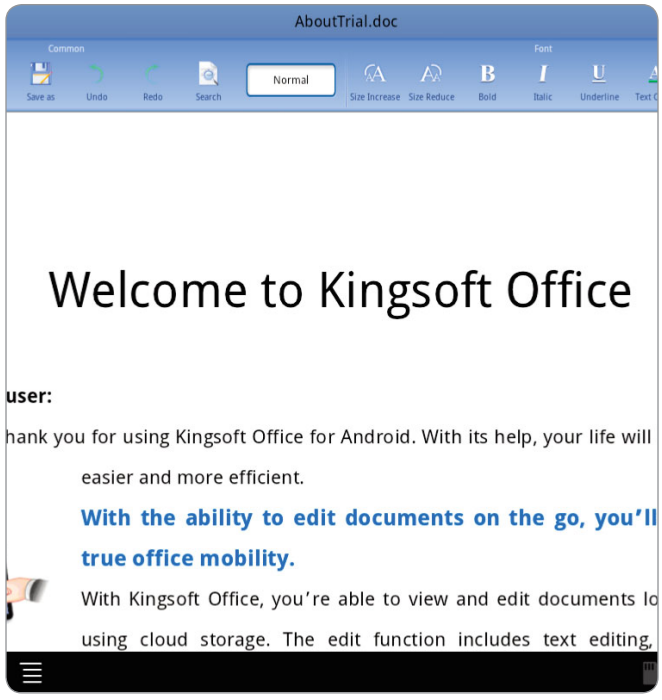
Office² HD

This iOS app from Byte² (www.bytesquared.com) integrates with Google Docs, Dropbox, Box.net, and Microsoft SkyDrive, so you'll be able to retrieve and save your Office files from and to the cloud service of your choice. Office² HD supports Word (.DOC and .DOCX), Excel (.XLS and .XLSX), and PowerPoint (.PPT and .PPTX) files, and you can save all files in PDF format. You can revert to any of the last 10 file versions, thanks to file versioning built into the application. Word processor features support character formatting (e.g., bold, italic, and underline) as well as paragraph formatting. Those who work with editors will like support for Word's Track Changes feature.

With the spreadsheet tool, you'll enjoy support for numeric, date, time, currency, percentage, and text cell types. You can merge cells, wrap text, and freeze panes. Functions are provided for math, statistics, trigonometry, and string calculations. For presentations, you'll be able to insert images and common shapes, as well as format text and paragraphs. There's a slide show mode with a simulated laser pointer,



Office² HD supports a variety of cloud storage services to make it easy for you to back up documents and spreadsheets from your iPad.



Kingsoft Free Office lets you both create and edit documents in Microsoft Office formats.

and you can view the slide show on an external monitor.

Kingsoft Free Office

Kingsoft Free Office (www.kingsoftstore.co.uk) works on Android devices, and it runs on tablets running Android 2.1 or later. You can create, view, and edit documents in Microsoft Office's .DOC, .DOCX, .TXT, .XLS, .XLSX, .PPT, and .PPTX formats. You'll find five apps in the Kingsoft Free Office suite: Writer For Android, Spreadsheets For Android, Presentation For Android, File Manager, and Desktop Widget. Files can be shared as email attachments or uploaded to Box.net, Google Drive, and Dropbox.

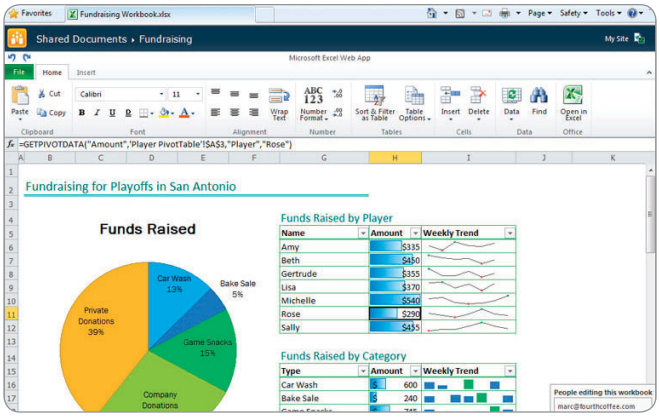
The File Manager tool can automatically organize your `documents to make it easy to locate and access Office files stored on your tablet. The Writer For Android tool supports such Microsoft formatting features as bold, italics, underline, and alignment, as well as Word's Word-Count, Find, and Replace features. The Spreadsheets app lets you insert charts, and Kingsoft builds in a custom input keyboard that support editing formulas. Kingsoft's presentation utility allows for sharing via Wi-Fi, and you can also insert shapes, text boxes, pictures, and notes. For convenient entry, the app works with external Bluetooth and USB keyboards, and it supports common keyboard shortcuts.

Google Docs

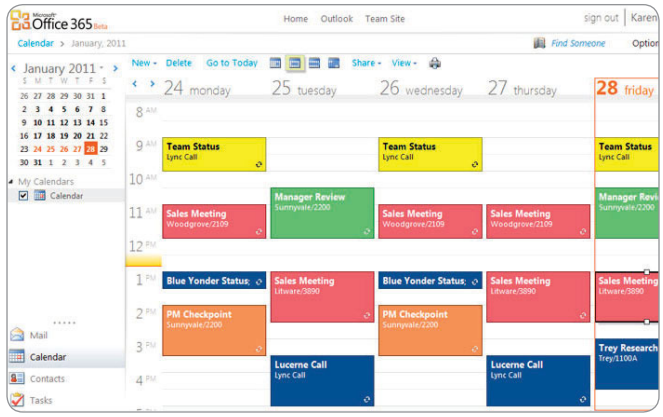
For many business-oriented tablet users, Google Docs (docs.google.com) isn't a true replacement for Office, because you can't create and edit when your tablet is offline. Nonetheless, the free Google Docs does support a wide variety of file formats, including Word (.DOC, DOCX), Excel (.XLS, .XLS), PowerPoint (.PPT, .PPTX), PDF, Adobe Illustrator (.AI), PostScript (.EPS, .PS), XML Paper Specification (.XPS), and zipped files (.ZIP, .RAR). It also works on both Android and iOS devices. Documents and spreadsheets can be saved to a local device, and all files are automatically saved to Google's servers. A Google Docs file can be opened and edited by multiple people, allowing for simultaneous collaboration among colleagues. An Offline mode is provided to let you view Google Docs content you've saved to your device.

A Closer Look At Office 365

A Productivity Suite In The Cloud



The Office 365 Web apps function just like the standalone programs, except that you use them via a Web browser.



You can share your Office 365 calendar with others.

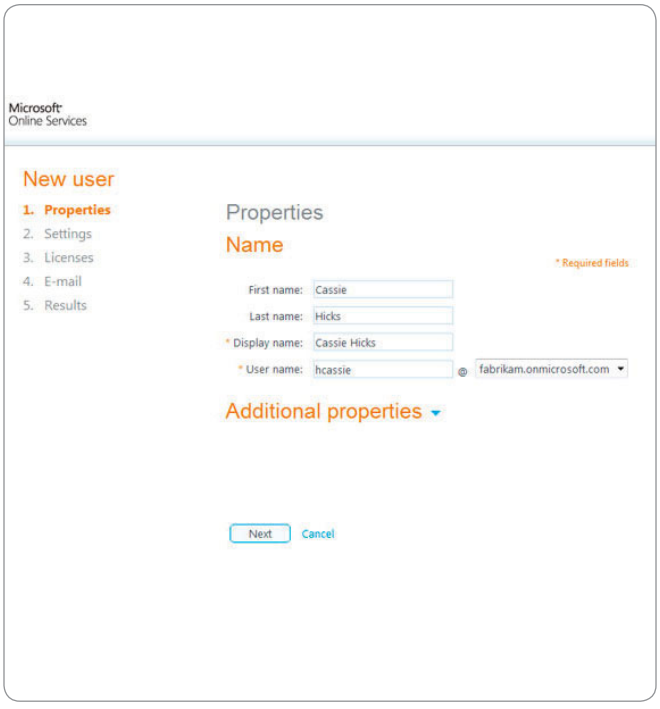
Business is no longer done only at a desk or the home office. Always-available Internet connections—combined with smartphones, tablets, and lightweight laptops—give us the tools we need to get things done when traveling to visit clients, commuting home on the train, and even taking a break at a nearby coffee shop. Thus, keeping your office productivity software and your documents, spreadsheets, and presentations locked away in desktop PC at the workplace isn't ideal. With Office 365, Microsoft provides you with a cloud service that lets you access the traditional Microsoft Office, SharePoint, and Exchange technology via Web browser, so it'll work on virtually any PC, Mac, or mobile device. You can also install Office desktop applications (Word, Excel, PowerPoint, Outlook, OneNote, Access, and Publisher) on up to five devices.

You'll enjoy access to all of Microsoft's familiar productivity applications, and Microsoft will manage the reliability and the security aspects. With Office 365 Small Business Premium, you'll also have access to an administration console that gives you the power to easily manage user accounts and access rights, which will take the worry out of IT. A Small Business Premium subscription gives each user a 25GB mailbox that he or she can use with Microsoft Outlook, and colleagues can share calendars and view them side-by-side for quick collaboration with co-workers. You'll be able to access your email, calendar, and contacts from any device with a Web connection.

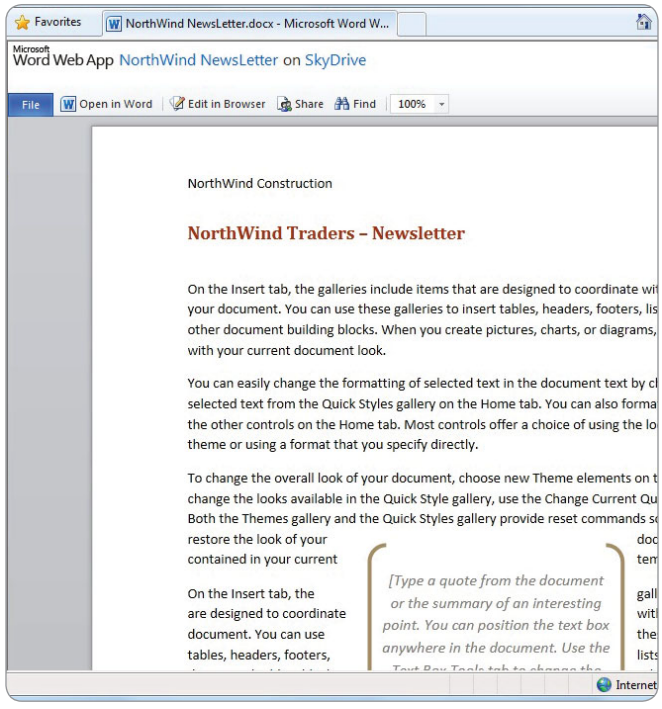
Office 365 Extras

Microsoft takes advantage of cloud connectivity to give you collaboration and sharing tools that you probably didn't have access to with traditional office productivity software. For example, you'll be able to share a calendar with colleagues and friends, so they'll be able to see when you're free, making scheduling easier. Another benefit is that you'll be able to use your own domain name with the Office 365 email account, which provides a more professional appearance than that of a webmail client or the domain of your local Internet service provider. Office 365 email is free of advertising and comes with an enterprise grade anti-malware protection with anti-spam capabilities.

Microsoft Office 365 will automatically save your files online, so the documents and spreadsheets you're working with on your PC at the office will be the same ones that show up when you access them on your tablet, smartphone, or laptop when you're working on the road. Each user can install office application on up to five devices, including PCs, Macs, and tablets. With Office 365 Small Business Premium ($5 per user, per month), you can have up to 25 users. If you need to work



It's easy to add new users and customize the Office 365 service to meet your needs.



You'll enjoy all of your favorite Microsoft Word features with the Word Web app.

online, you can download the Office applications onto one of your five allowable devices. If you want to work on non-authorized PC, such as a public computer, you can use Office Web apps that let you create and edit Word, Excel, PowerPoint, and OneNote files in your device's Web browser.

Cloud Storage

With Office 365 Small Business Premium, each user has 7GB of personal cloud storage via SkyDrive Pro that he or she can access via any Internet-connected device. SkyDrive Pro lets your files be securely stored via your company's SharePoint Online account or, if available, your organization's SharePoint 2013 server. It's a place where you can store files that you want to share with others, so you'll be able to securely access the content when working on a mobile device. And because Web apps are built into the online client, you won't need to worry about having specific software on your device to open the Office files.

A Web Conference Tool

Need to video conference with colleague and clients on the go? Office 365 Small Business Premium has built-in tools that allow you to set up and host HD video conferences. The video conferencing tool allows for real-time note taking and screen sharing. You can even invite others to lead the meeting. When you create a meeting, you'll see a presence indicator that will tell you who's online and available to join the conference. When someone invites you to a meeting, you'll be able to join meetings in one click from Outlook or from the Lync mobile app.

Guaranteed Uptime

Microsoft puts its money where its mouth is, backing up the Office 365 service with a service level agreement that guarantees 99.9% uptime. This means that your email, documents, and services should always be available, and if not, Microsoft will pay you for the money lost during an outage. You'll have the same sort of high-end protection, such as redundant system backups and failover systems, found in enterprise-class server and networking equipment.

The various features of Office 365 provide more flexibility for you and your employees than you'll find with a traditional productivity suite that installs onto each individual computer, because you can use it on multiple PCs and mobile devices. Additionally, the remote access capabilities built into Office 365 will likely be less expensive than what you'd pay to maintain a local server. Welcome to the brave new world of SaaS: software as a service.

All About Office

Which Option Is Best For You?

Up until recently, your choices for Microsoft Office consisted of selecting between the Student, Home, and Professional versions. Now, you'll be able to choose among multiple versions of the Office 2013 suite, as well as several subscription plans for the SaaS (software as a service) versions of Office 365. In the article, we'll help you determine which version of Office is right for you.

Office 2013 vs Office 365

Office 365 differs from Office 2013 in that you'll pay a monthly fee, rather than a one-time payment. The subscription plan for Office 365 gives you the freedom to install various applications such as Word, Excel, PowerPoint, and OneNote onto five devices with offline

Office 365 works on virtually any device with an Internet connection, including Windows PCs, Macs, tablets, and smartphones.

Office 365 Plans

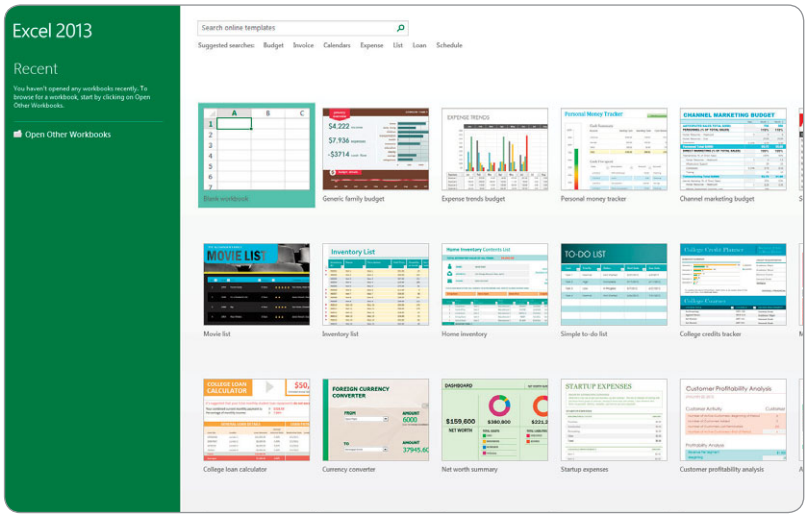
This chart details the features found in the subscription models for Office 365. Take a quick look to see which version best suits you.

Subscription	Office 365 Home Premium	Office 365 Small Business Premium
Staples.com price	$99.99 per year	$149.99 per year
Users	1	1 to 10
Latest Office applications: Word, Excel, PointPoint, Outlook, OneNote, Publisher, & Access	Yes	Yes
Office Web apps	Yes	Yes
Online storage via SkyDrive	20GB	7GB per user with SkyDrive Pro, 10GB baseline storage; and 500MB per user
Ability to host online meetings	60 Skype World minutes per month	Unlimited HD video conferencing; can include up to 250 participants
Outlook mailbox & professional cloud storage	Shares content with 20GB SkyDrive storage	25GB mailbox per user & 10GB of cloud storage
Public-facing website with no hosting fees	No	Yes

access. Web apps let you utilize the productivity suite on any Web browser client, ideal for use on tablets and smartphones when you're on the road. Note that online access via a Web app for PC, tablet, or smartphone won't count against your five-device limit.

Office 2013 provides you with a license that's good for one PC (or Mac, depending on the version you purchase). The one-time fee is all you'll ever pay, and Microsoft allows you to transfer the license to another PC (up to once every 90 days), if you want to use it on a different computer. Office 2013 doesn't include Web apps for mobile access, but those with a SkyDrive account can utilize the Office Web apps built into SkyDrive (https://skydrive.live.com) to enjoy limited ability to edit and access Word documents, Excel spreadsheets, PowerPoint presentations, and OneNote notebooks. The Web apps aren't synced with the existing Office 2013 files on your PC.

The greater device flexibility provided by Office 365 makes it a smart choice for small office and mobile workers who need to be able to use the Microsoft productivity suite on a variety of devices, including tablets and smartphones. Microsoft has subscription plans that you can customize for home (best for families), small businesses (workplaces with one to 10 employees), and midsize businesses (10 to 250 employees). We recommend that you check out "A Closer Look At Office 365" in this issue for more details about the benefits of Office 365.



Microsoft Office 2013 is designed to complement the new Windows 8 interface, but Windows 8 is not required.

Office 2013 is a good option for people who need a productivity suite on only one work computer and don't need connected cloud storage for remote access to their files. For example, let's say that you only create documents and spreadsheets on your laptop, which you can take home with you if necessary. In this situation, Office 2013 would be an ideal fit, because you don't need access to the files and productivity suite on any other computer. Microsoft sells three editions of the standalone program: Office Home & Student 2013, Office Home & Business 2013, and Office Professional 2013.

Office 2013 Editions

Here are the basic licensing/feature options for Office 2013. Be sure you invest in an edition that provides the software titles and features you'll need to get the job done.

Edition	Office Home & Student 2013	Office Home & Business 2013	Office Professional 2013
Staples.com price	$139.99	$219.99	$399.99
Licensed for:	Home use	Home or business use	Home or business use
Core Office applications: Word, Excel, PowerPoint, & OneNote	Yes	Yes	Yes
Email, calendars, and tasks: Outlook	No	Yes	Yes
Publishing & databases: Publisher, Access	No	No	Yes

Buying An eReader

What To Keep In Mind While Shopping

The Barnes & Noble NOOK Simple Touch with GlowLight Home screen lists the books you're currently reading, as well as the books and magazines most recently downloaded to your device.

You like books. Maybe you even *love* books. Your house or apartment is full of them; arranged neatly in bookshelves or stacked haphazardly on tables and night stands, they lend a certain dignity to the place.

But lately you've begun wondering about the whole digital book revolution: Is it time to consider an eBook reader?

The answer just may be *yes*. Digital books are here to stay, and eReaders do offer certain advantages over traditional books, magazines, and newspapers.

So, What's An eReader?

An eReader is an electronic device dedicated to displaying the content of books and periodicals. Although it may have some ancillary features (a rudimentary Web browser, perhaps), its real job is to display books, newspapers, and magazines.

And today's eReaders are *very* good at that job, displaying content in a format that's easy on the eyes, easy on the wallet, and—because they're small and lightweight—easy on the arms, too. (You'll find that holding an eReader weighing less than 8 oz. is a joy when reading in bed, especially compared to hefting that giant blockbuster of a printed book you might be used to.)

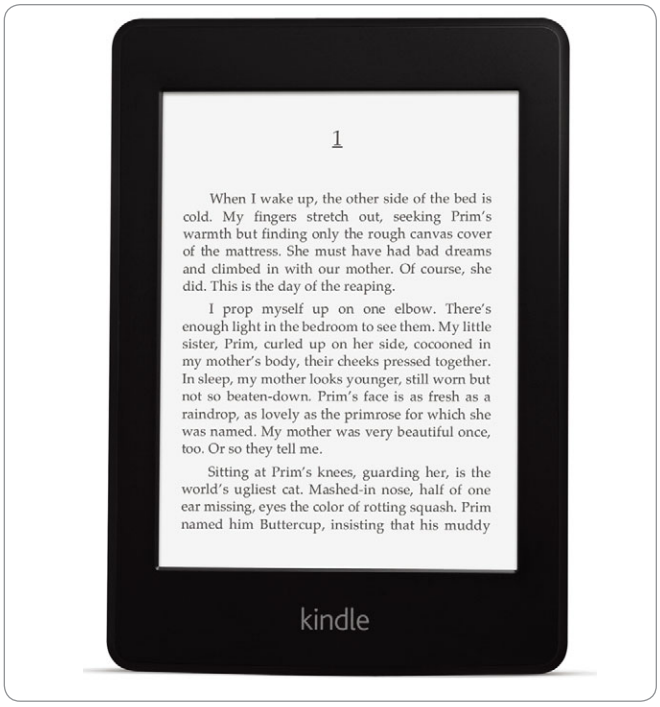
Features To Look For

There are a number of excellent eReaders out there, and the wide array of choices may be a bit intimidating at first. But don't panic; we can help you sort out the various offerings.

Ads or not? Some companies offer discounted versions of their devices; these eReaders display ads on the device's Home screen. (You don't have to worry about your reading being interrupted by a distracting advertisement.) They make up that discount in ad revenues, and as long as you don't mind the ads, everyone is happy. If you don't care for the idea of ads on your eReader, stay away from these devices.

Memory. Generally speaking, eBooks are stored in very efficient file formats. This means that the storage space of a typical eReader (say, 1GB to 2GB) is enough to store literally thousands of books. And if you ever did run low on space, you can generally delete books from the device but leave them "archived" in your online eReader account, so that you can always re-download the "deleted" books later. (Some eReaders also offer 16GB to 32GB or more of expansion by means of a microSD slot. In such cases, your storage is essentialy limitless, because you could swap cards in and out, if it became necessary.)

E-ink display. Most dedicated eReaders use e-ink displays, a technology that's completely different than the LCD displays you may be used to. An e-ink display lays microcapsules onscreen, arranged to form letters, numbers, and images. The



The Kindle Paperwhite has no memory expansion slots, but does offer a version with free 3G data access for shopping and downloading.

The 6-inch Wi-Fi-only Sony Reader comes in multiple colors and offers memory expansion up to 32GB.

only time the device uses electricity is when you "turn" the page or otherwise alter what's being displayed. One major advantage of this technique is that battery life in such an eReader is therefore extremely long, generally measured not in hours, but in weeks or even months.

There's another advantage to an e-ink display: Staring at a backlit computer or tablet display is tough on the eyes. After an hour or two (or less, if your eyes were tired to begin with), you may notice your eyes giving you trouble. This does not happen on an e-ink-equipped eReader. In terms of eyestrain, using an eReader is just about the same as looking at a printed page.

And one last advantage of an e-ink display: No glare. As odd and as counter-intuitive as it may seem, you can read an e-ink display at high noon on a cloudless summer day out on the beach. Although bright sunlight will wash out an LCD screen, making it almost impossible to read most tablet displays in sunlight, it has little or no effect on an e-ink screen. (Also, some authorities theorize that viewing an LCD display before going to bed can disrupt your sleep pattern; e-ink screens will not do that.)

Historically, one big *disadvantage* of e-ink displays has been that the same technology that makes them easy to read in bright sunlight also makes them impossible to use in the dark. The solution? An add-on light or one of the newer eReaders that offer built-in lights for use when reading in the dark.

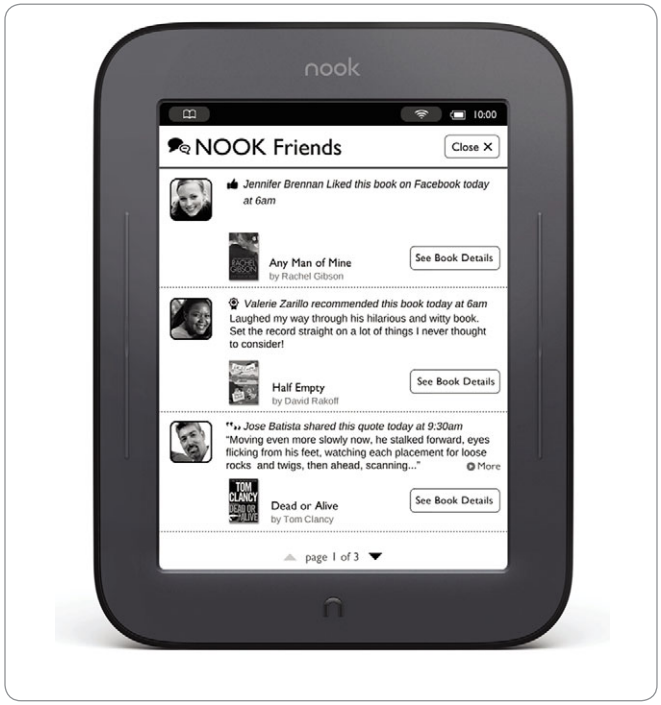
Note that currently almost all e-ink displays are grayscale, although

Do You Want An eReader Or A Tablet?

The line between tablet and eReader has gotten a bit fuzzy; many eReaders offer functionality that one might associate with a tablet, including email access and a Web browser, and a few even offer apps. In the end, though, an eReader is dedicated mainly to one task; it accomplishes that task brilliantly, and any additional functionality it offers tends to be rudimentary at best.

If you need a bright, sharp color screen, a large selection of games and apps, a comfortable Web-browsing and email experience, and the ability to do real work on your device, you most likely want a tablet, not an eReader. Note, though, that tablets actually do a very good job of downloading and displaying eBooks, so a tablet may offer the best of both worlds, if you just have to have it all.

Many local public libraries allow patrons to download digital books in various formats. Contact your library to see if it offers this service.



The NOOK eReader offers a feature called NOOK Friends: If you like, you and your friends can share comments about what you're reading.

color displays are slowly gaining a foothold, as the display technology improves and as prices come down.

Wi-Fi vs. cellular. With an eReader, you'll need a way to shop for and download eBooks, magazines, and newspapers. Almost all eReaders include Wi-Fi capabilities, allowing you to link up to any wireless network to which you have access, and to then use that network to shop for and download material. (If you don't have Wi-Fi at your home, you can either use any other Wi-Fi connection—say, at your local bookstore or coffee shop—or you can download books to your computer and then move them over to your eReader by using a USB or other cable.)

A few eReaders offer 3G cellular coverage. The reader costs a bit more to begin with, but you pay nothing for the cellular data access.

In either case, you can download that latest blockbuster in less than a minute, whether via Wi-Fi or 3G cellular.

Access to content. Not all content "ecosystems" (to use the term currently in favor with the techies) are created equal, but these days all of the major players offer plenty of books, magazines, and newspapers, including an extensive backlist and all of the latest releases.

Still, it pays to take note of which content suppliers provide more extensive or more up-to-date offerings, and also to take note of the prices

The Three Big Players

The three biggest names in the eReader marketplace are undoubtedly Sony (Sony Reader devices), Amazon (with its Kindle Paperwhite readers), and Barnes & Noble (which produces the NOOK Simple Touch line of devices).

All three produce quality devices that are supported by millions of titles and that have attracted dedicated fans around the world. In these pages, we'll detail some of the features of each product lineup. For now, just keep in mind that these are the three to which all other devices will be compared—and competition among the three is fierce, with each product release attempting to top the features offered by earlier devices. This makes for a confusing welter of products to sift through, but in the end, the consumer is the winner, because each new product is an improvement over the last one, and because the prices tend to keep dropping in spite of each generation's greater sophistication.

charged for the various eBooks. (In general, eBooks are less expensive than their paper-and-ink counterparts, but prices can still vary a bit amongst the various eBook vendors.)

Keep in mind that, regardless of which eReader you choose, you'll have access to thousands of *free* eBooks. Generally, these are classics that have become part of the public domain, including such titles as *War and Peace* and *Moby Dick* and writings from everyone from Seneca to Benjamin Franklin.

In addition, you'll find many titles reduced to mere fractions of their original prices. These are basically offered by the provider as daily, weekly, or monthly specials, or by the publisher as a sort of loss-leader meant to introduce you to its lineup of books.

Either way, free or discounted, you can find great values and good reading while spending little or nothing.

Additional Functionality

An eReader is essentially a specialized computer, and we all know what happens with computers: They get upgraded and improved, and the software behind them continues to evolve. As part of that evolution, many additional features have made their way into various eReaders, and some may be important to you.

Touchscreens. The first eReaders were joystick- or keyboard-driven; users navigated text and lists of options by moving a cursor. Most of those have given way to touchscreen devices in which one simply touches the screen to make a selection. In fact, touchscreen has become so popular and so universally used that many newer eReaders have very few actual hardware buttons.

Font and brightness controls. One of the best things about an eReader is that you're not stuck with the size and type of font that the publisher opted to use. If the letters are too small to read comfortably, simply click an option to make them larger. If the contrast isn't quite right for the room in which you're reading, you can change that, too.

Dictionaries. Most new readers include easy-to-use dictionaries. Stymied by a word? Just double-click or click-and-hold, depending on your device. A definition will appear, often accompanied by links to websites and thesauri if you need more information.

Highlights and notes. As eReaders gain adherents, fewer and fewer of us will be using paper sticky notes. Instead, those of us with eReaders simply tap on a word to highlight the word (or phrase or entire paragraph). If you'd like to associate a note or comment with the highlight (or with the current position of the screen pointer), there's an option for that, too. It takes some getting used to, especially for those of us who have spent years highlighting printed texts and scribbling notes in the margins or on stickies. But think about it: With an eReader, you can not only highlight and make notes, you can then *search* for specific highlights or notes. Many eReaders allow you to list all of your highlights and notes in one place, so you can look through them. That turns out to be awfully handy.

Search. Your eReader is a computer, after all. It's no surprise that in addition to searching your notes, you can also search the book itself. If you're trying to remember where Hamlet speaks to poor Yorick's skull (Act 5, Scene 1, just in case you're wondering), just click Search and enter Yorick's name and any other pertinent details. (Some eReaders even include access to translators.)

As with the previously-noted dictionary definitions, many eReaders will let you extend your word search to the Web for even more info.

Share. The digital world is a social one. Everyone uses Facebook, Twitter, Pinterest, Instagram, or some other tool to keep in touch and share info. Many eReaders also have a social dimension: They let you share what you're reading with friends (or with the world, if you like), and you and your friends can comment on each other's books. (And then you can comment on the comments, and on *those* comments, and so on, but really—shouldn't you spend some time actually *reading*?)

Book lending. Finally, an interesting twist. Most content providers let you "lend" a book to a friend—as long as the publisher allows it. Generally, the book (or a link to it) is emailed to the friend for a period of time (two to three weeks is typical), during which time you yourself cannot access the book.

Your eReader Checklist

Shopping for an eReader? Here's a handy checklist that you can use to remind yourself of the features you absolutely must have—and also those that would be nice, but that wouldn't be deal-breakers.

- ❑ Ads—yes or no?
- ❑ Wi-Fi, 3G cellular, or both?
- ❑ Touchscreen vs. keyboard or joystick
- ❑ Memory/storage: Built-in vs. add-on
- ❑ Note-taking and highlighting
- ❑ Dictionaries and translators
- ❑ Battery life—should go weeks between charges
- ❑ Lending—terms of lending agreement?

Hardware

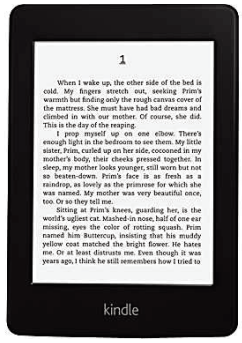
www.Kindle.com

The World's most advanced e-reader

Kindle Paperwhite WiFi

Even in bright sunlight, Paperwhite delivers clear, crisp text and images with no glare.

- Amazon's 6" Paperwhite display with patented built-in light
- 2 GB internal memory. Holds up to 1,100 books
- Built-in Wi-Fi lets you download books in under 60 seconds
- A single charge lasts up to eight weeks, based on a half hour of reading per day with wireless off and the light setting at 10. Battery life will vary based on light and wireless usage



Kindle Paperwhite WiFi
Model: B007MHZJDC
Staples Item: 990324

Hardware

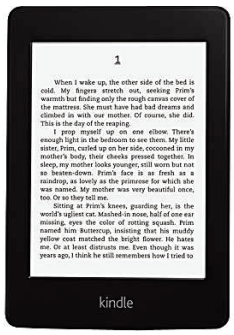
www.Kindle.com

No annual contracts or monthly fees

Kindle Paperwhite 3G

Kindle Paperwhite - World's most advanced e-reader with Free 3G - higher resolution, higher contrast touchscreen with built-in light and up to 8 weeks of battery life!

- Free 3G wireless - no hunting or paying for Wi-Fi hotspots, no annual contracts or monthly fees
- New Time to Read feature uses your reading speed to let you know when you'll finish your chapter
- Supports children's books and includes new parental controls
- Even in bright sunlight, Paperwhite delivers clear, crisp text and images with no glare
- Massive book selection. Lowest prices. Over a million titles less than $9.99



Kindle Paperwhite 3G
Model: B007MHZJ14
Staples Item: 990326

Hardware

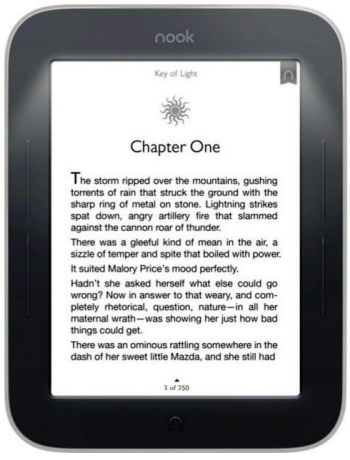
www.barnesandnoble.com

Only Reader Designed For Perfect Bedtime Reading

NOOK Simple Touch™ with GlowLight™

First and Only Reader designed for perfect bedtime reading with the breakthrough technology which creates a soft glow optimized for low light reading. NOOK's GlowLight turns on instantly and adjusts with just a touch.

- Exclusive Best-Text™ & adjustable fonts make words crisp & clear
- With 2GB of space (holds up to 1000 books) and 32GB w/ microSD card expandable memory, your library has virtually no limits
- NOOK connects via thousands of Wi-Fi® 802.11b/g/n networks, including FREE access at all Barnes & Noble stores and more than 24,000 AT&T® hotspots
- Under 7 ounces, this is the lightest NOOK ever
- Dimensions 6.5" H x 5.0" W x .47" D, 6.95 oz



NOOK E-Reader with GlowLight™
Model: BNRV350
Staples Item: 663079

nook™ by Barnes & Noble

Hardware

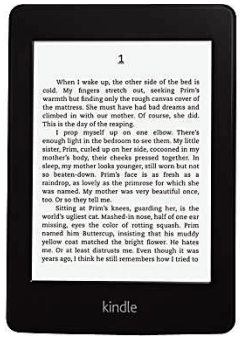
www.Kindle.com

Small, light and perfect for Reading

Kindle WiFi with Special Offers

At less than 6 ounces - lighter than a paperback, it will fit in your pocket. Reads like paper with no glare, even in bright sunlight.

- Amazon's 6" E Ink Pearl display with optimized font technology, 167 ppi, 16-level gray scale
- Fully wireless and doesn't require a computer to download content
- 2 GB internal (approximately 1.25 GB available for user content). Holds up to 1,400 books
- Free cloud storage for all Amazon content
- A single charge lasts up to one month with wireless off based upon a half-hour of daily reading time. Battery life will vary based on wireless usage



Kindle WiFi
Model: 53-0002000
Staples Item: 984297

Hardware

www.barnesandnoble.com

Download Books In Seconds

NOOK Simple Touch™

Breakthrough E Ink® display for the best just-like-paper reading—even in bright sun—with our proprietary Best-Text Technology™ that produces super-sharp fonts.

- 25% faster than any other Reader
- Over 3 million books, get them in seconds w/ built-in Wi-Fi®
- Borrow books from your public library
- Wireless connectivity via Wi-Fi® (802.11b/g/n)
- FREE Wi-Fi® in all Barnes & Noble stores and 24,000 AT&T® hotspots nationwide
- Long battery life - A single charge lasts for over two months with wireless off based upon a half hour of daily reading time. Actual results may vary.
- No annoying ads
- Dimensions 6.5" H x 5.0" W x .47" D, 7.48 oz

NOOK E-Reader
Model: BNRV300
Staples Item: 333764

nook™ by Barnes & Noble

Hardware

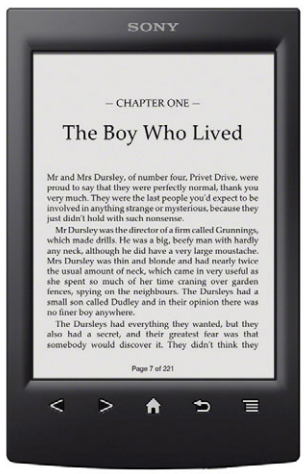
www.Sony.com

Built-in Wi-Fi - Elegant Curved Profile

Sony PRST2HBC 6" Digital Text Reader

Curl up to a library of books in the palm of your hand. Download free books wirelessly from your public library[1] or buy the hottest titles from Reader™ Store[2].

- Enjoy a natural reading experience with smooth page transitions and less flickering.
- Borrow free eBooks from your local public library using the dedicated public library icon and a Wi-Fi® connection.[2]
- Shop thousands of eBooks, newspapers, and magazines at Reader™ Store[3], and discover your next story with new recommendations each week.
- Read for up to two months on a single battery charge.[4]
- Utilize the 6 built-in dictionaries to look up a word or translate into English, French or Spanish.



Sony Digital Reader
Model: PRST2HBC
Staples Item: IM1PV3622

SONY®

[1] Requires valid library card. Content availability may vary. [2] Must be US or Canadian resident, age 13 years and older. Account registration required. Content availability may vary based on location. [3] Measured by reading 30 minutes each day with Wi-Fi® turned off. In low coverage areas, wireless usage will consume batter power more quickly. Actual battery life may vary upon your wireless usage, product settings, batter and environmental conditions. [4] Based on average un-illustrated eBook file size of 1.0 megabytes. Actual file sizes vary by digital book title. Accessible capacity may vary.

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eReader Accessories

Protect & Enhance Your eReader

There are a variety of handy accessories available for eReaders. Things like cases and screen protectors are often essential, while others (like extra chargers, stands, and lights) can enhance your experience. We'll examine some options for each type of eReader accessory. All products are available at Staples or at Staples.com.

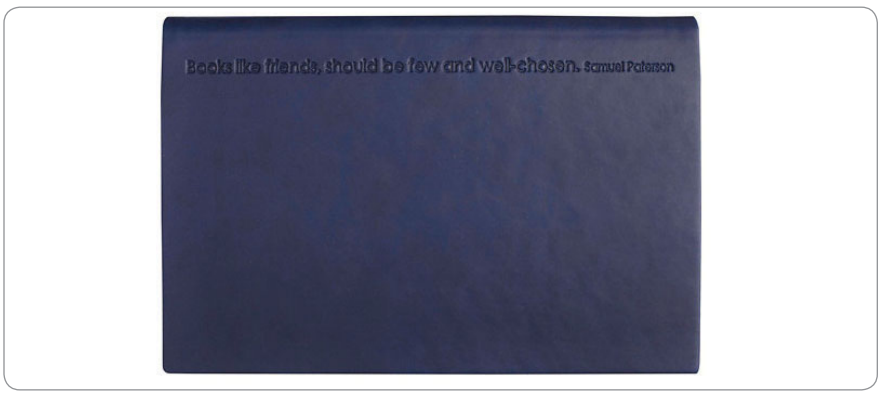
Cases

Many eReader cases double as stands. For example, M-Edge offers a lineup of Incline cases with a foldable design that you can set up in three landscape and two portrait positions. The cases are designed for specific eReader models, allowing secure access to all of the device's buttons and ports. On the outside, the Incline cases are built with a durable microfiber leather; the interior features a soft microsuede that won't scratch the eReader's screen.

Some cases are designed to mimic the appearance of a book. Barnes & Nobile has designed several cases that feature embossed quotes on the front to give the feel of a rare volume. The Lewis Quote Cover In Indigo, for instance, is embossed with "Personal experience is the basis of all real literature," a quote from George Henry Lewis. The case is wrapped in a Italian synthetic leather with a soft finish.

If you want something that will work with a variety of devices, you can invest in a protective sleeve that keeps the eReader protected when you're not using it. Built NY provides a variety of sleeve sizes

The Incline case from M-Edge can be positioned at three horizontal and two vertical angles.



This eReader case from Barnes & Noble mimics the cover of a rare book.

Built NY creates designer sleeves that can fit a variety of eReaders.

and designs with original artwork that give the sleeve an attractive appearance.

Chargers & Adapters

eReaders generally come with a USB combination charging/sync cable, but you'll likely want an extra one to take when you travel. Generally, eReader USB charging and sync cables have two different connectors: one (usually smaller) connector that attaches to the eReader itself and a full-size USB connector that you can plug into a PC or into a USB-enabled AC power adapter.

The Nook Simple Touch Power Kit provides a handy extra (or replacement) charger. It's always nice to have one on hand at the office, rather than drag chargers back and forth. This one works with the Nook Wi-Fi, Nook 3G + Wi-Fi, and Nook 2nd Edition readers, and includes an AC adapter and detachable 5 ft. micro USB charging cable, so you can use it to charge the reader from a wall outlet or from your computer. You can also use the cable to sync your device with your computer.

A secondary AC power with a USB connection is another good option. There are even models that deliver two USB power ports, such as Staples' Dual USB Wall Charger, which lets you charge or power two devices at one time.

If you spend a good deal of time in the car, consider investing in an adapter that converts your vehicle's cigarette lighter power into a USB charger. Scosche's reVOLT c2 is a USB car charger that provides you with two 2.1A USB ports that will help you quickly charge your portable devices, eReaders included.

Screen Protectors

eReader screens are typically built with a tempered glass that can withstand drops and resist pressure that could break the

The Nook Simple Touch eReader Power Kit replaces your power adapter or provides an extra adapter for your Nook.

The Staples Dual USB Wall Charger makes it easy to charge your eReader and other devices with a USB power cable.

The Scoshe reVOLT c2 adds USB power ports to your vehicle. It sits flush to the 12V receptacle, for a sleek, built-in look.

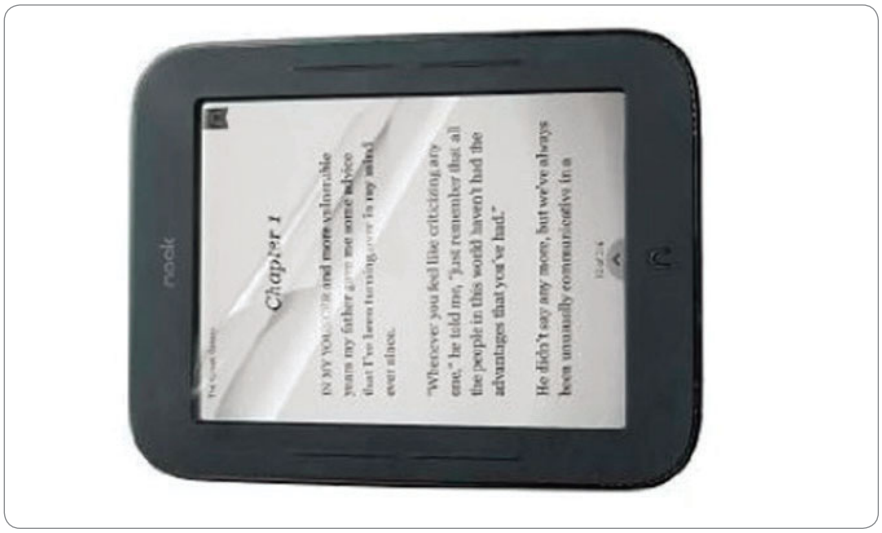
screen. However, the glass is not impervious to scratches that can mar the screen and make it difficult to see text and other content. To protect an eReader screen from damage, you can use a screen protector, a protective transparent sheet of plastic that securely sticks to the screen and absorbs the scratches.

Be sure to select a screen protector that's compatible with your eReader. Many screen protectors are designed to fit a specific device, and most even feature cutouts for the buttons and speakers on the front screen. For instance, the Barnes & Nobile Clear Screen Film for Nook Simple Touch provides two protective films that are designed specifically for use with the Nook Simple Touch.

Generic options are also available, but you'll need to ensure that the screen protector is large enough for your model of eReader. For example, 3M provides a Natural View Screen Protector that offers a universal trim-to-fit design. It also features 3M's Scotchgard technology that easily allows you to wipe away fingerprints and oils. A residue-free adhesive ensures that the screen protector is easy to install and will come off cleanly when it's time to remove it.

Lights

eReaders with e-Ink (electronic ink) screens don't have a built-in backlight, so you won't be able to read the display in the dark, as you would be able to do with an eReader or tablet that features an LCD. The Verso eReader Clip Light is a clip-on light with cushioned grip pads that securely attaches to the edge of your eReader without marring the screen. The bright LED light also won't create glare when illuminating the e-Ink display on your eReader.



This Clear Screen Film from Barnes & Noble is designed for use on the Nook Simple Touch.

If you can't find a screen protector for your eReader, try the 3M Natural View Screen Protector; you can trim it to fit your device.

eReaders that use e-Ink technology will need a light, such as this Verso eReader Clip Light, to be viewable in the dark. Some readers now include a built-in light.

Storage

Some eReaders will accept a memory card that you can insert into the device in order to expand your eReader's storage space. eReaders with memory card slots typically support SD or Micro SD card formats, which can offer from 4GB to 64GB of additional storage.

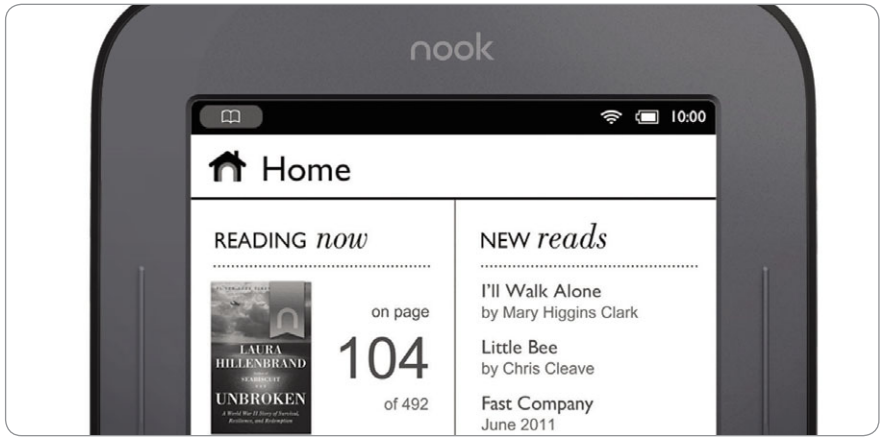
For example, SanDisk offers a lineup of Class 4 microSDHC memory cards in capacities of 4GB, 8GB, 16GB, and 32GB, while the SanDisk Mobile Ultra cards (Class 10 speed) are available in 8GB, 16GB, 32GB, and 64GB capacities. (The Class speed indicates in MBps the minimum read speed of which the card is capable. The minimum number is used because the lower number is a more reliable indication of speed than the maximum burst rate. The faster the read speed, the more quickly your eReader will be able to access content stored on the card.) Memory cards also provide a place for users to store music to play through their MP3-compatible eReaders.

Kingston's Micro SD memory cards typically come with a full-size SD card adapter, which enhances your ability to move files to and from the memory card. (Many memory card readers support only SD cards, not the tiny Micro SD standard.)

If your eReader doesn't offer a memory card slot (or even if it does), you might be able to utilize the cloud. For example, Barnes & Nobles' Nook allows you to store items on its Nook Cloud. If you want to re-download something, just tap on the cover image, and the book will be downloaded from the cloud. (And when you delete a book from your Nook eReader, the content itself remains in the cloud, ready to be added back to your device—or installed on a new one—at your convenience.)

SanDisk's Mobile Ultra Micro SD cards are exceptionally fast.

Kingston's Micro SD cards often come with a full-size SD adapter.



With a Nook eReader, you'll have access to the Nook Cloud, on which copies of your books and other reading material will be stored.

Speakers

Why would you need speakers for an eReader? Well, many eReaders can also serve as music playback devices, because they can store hours of your favorite tunes on an add-on memory card or, in some cases, directly on the device itself. A speaker dock or Bluetooth speaker is a handy accessory for those who want to listen to their eReaders in situations where headphones aren't ideal.

Jensen's SMPS-182 is a stereo speaker system with a 3.5mm auxiliary input that allows playback of audio content residing on your eReader. The speakers can be powered by four AA batteries or by the included AC adapter. The stereo speaker features its own amplifier for a full range of sound.

Some eReaders provide Bluetooth connectivity. If yours does, you can use Bluetooth speakers such as the Creative Labs D100 to wirelessly stream audio from your eReader. If your eReader lacks Bluetooth but includes a headphone jack, note that the D100 also provides a 3.5mm AUX input jack that can be used to connect the speakers to your device. The Creative D100 is light enough to drop into a travel bag, and four AA batteries will provide up to 25 hours of playing time.

Headphones

If you prefer to keep the eReader's sound to yourself, you'll want to invest in a pair of headphones. For ideal fit and comfort, look for models such as Sony's MDR-EX10LP, which come with a set of silicon rubber earbuds of varying sizes. The MDR-EX10LP headphones are engineered with a neodymium magnet and 13.5mm drivers that produce clear treble, mid-range, and bass for detailed and accurate sound reproduction. The small size is ideal for stowing in your eReader's case.

The Jensen SMPS-182 can function as a speaker for an eReader, tablet, or portable music player.

If your eReader offers Bluetooth, you can wirelessly send audio to the Creative Labs D100.

Sony' s MDR-EX-10LP headphones provide you with multiple sizes of rubber earbuds for comfort and a perfect fit.

Stands

If your case doesn't double as a stand, you may want to invest in one, because it can be annoying or inconvenient to have to hold your eReader or lay it flat on a table. For example, the Felix TwoHands stand offers a slim profile that can fit into a pocket or purse, so you can take it anywhere you (and your eReader) go. The simple stand just clips onto the sides of your device, and you can slide the clips to configure the stand at the ideal viewing angle.

Griffin's Loop stand is designed to hold a variety of devices, including the original Apple iPad as well as Nook and Kindle devices. (Check to be sure it will fit your specific standalone reader, since device sizes vary.) The Loop features rubber pads that prevent slipping and sliding.

Mobile Broadband

Most eReaders offer Wi-Fi connectivity, and some also support 3G or 4G mobile broadband connections that let you download content almost anywhere you go. If you travel a lot and your device offers only Wi-Fi connectivity, consider investing in a mobile hotspot device that will allow you to connect any of your Wi-Fi devices (including your eReader) to the hotspot's mobile broadband connection. Essentially, the device takes the available cellular signal and uses it to create a Wi-Fi signal that can be used by your nearby devices. (Of course, data throughput will occur at the—somewhat slower—speed of the cellular connection.)

For example, the Verizon Jetpack MiFi 5510L provides access to Verizon's 4G LTE (Long Term Evolution) network. There's no software to install; just turn on the Jetpack and configure your Wi-Fi devices to connect to the hotspot.

The Felix TwoHands stand can fit almost any eReader or tablet.

The Loop is a simple stand that will securely hold both tablets and eReaders.

A mobile hotspot such as the Verizon JetPack MiFi 5510L can give your eReader access to the Internet almost anywhere.

Troubleshooting Reference: EREADERS

Advancements in technology have made eReaders a viable way to read books, magazines, and newspapers, and these new tools allow us to travel with hundreds of books in the palms of our hands. But eReaders are essentially specialized computers, and that means we can occasionally run into glitches. Here are some common problems and solutions.

Screen Won't Rotate

Automatic screen rotation isn't a feature that's offered on all eReaders, so you may be stuck in portrait mode. To switch to auto-rotation, which uses an accelerometer built into some eReaders to detect orientation, access your device settings and look under Screen Configuration. Even if rotation is available, not all apps or books will run or display in both modes.

eBooks Won't Download

Many eBooks, especially ones with pictures or maps, are 1MB or more in size, and magazines can be even larger. Thus, it may take a while to download the entire text. If the download doesn't seem to be making any progress at all, try moving closer your router; the signal quality may not be the best in your current location. If the eReader offers a signal strength indicator, move around until you find a better signal. If you're in a bookstore or coffee shop, keep in mind that Wi-Fi in those areas is often spotty or overloaded.

eReader Won't Play An Audiobook Or Music

It's possible that your eReader doesn't support the type of audio file you're attempting to play. For example, some eReaders are only capable of playing MP3, AAC, and WAV files; others may play only one of those formats. (The Nook, for example, plays only MP3 files.) You may need to try and re-download the audiobook in a format that works with your eReader. Some eReaders may also require that audio files be stored in a particular folder; see your manual or visit the manufacturer's website tech support to find out if there's a certain folder where you audio files must be saved in order for the device to recognize them.

STAPLES easytech

Need More Help?

Can't find a solution to your problem? You can always take your eReader or other device into Staples for help. You can also order Staples EasyTech help online, and arrange for an EasyTech associate to troubleshoot remotely via the Web or even come to your home to work on your device. Go to www.staples.com/easytech or call 1.800.378.2753.

Fix-It Checklist

Here are the tools you'll need when troubleshooting your eReader.

- ✓ Reliable network connection to use to download eBooks
- ✓ Cables to connect eReader to PC
- ✓ Video and audio files to test on your eReader

Troubleshooting Reference: PRINTERS

For many small businesses, the printer is a vital cog in the machine; when it goes down, productivity suffers and some important work effectively stops. But before you call in a professional, try to fix the problem yourself. You can do it by following these simple troubleshooting tips.

When In Doubt, Check The LCD

Most printers feature some sort of LCD display that reports that status of ink cartridges, toner, and most importantly, any error messages you should be aware of. It's a good idea to periodically glance at the display, but make it your first stop if you run into problems. Often you'll find errors and messages displayed here that give you specific instruction for how to solve the issue. Some common LCD messages include "drum error" (remove and replace the drum), "jam" (paper jam), and the self-explanatory "low ink" or "low toner."

Printer Fails To Print

If the printer stops printing, start by making sure the unit has power and is turned on. Allow enough time to pass to account for the warmup period (if your printer requires one). If the printer is new, be sure that any packing material, tape, and protective plastic has been removed from the unit. Check that the drum and toner or ink cartridges are in their proper places and the compartments that provide access to the inner part of the printer are closed. Make sure there's plenty of paper in the tray(s).

If the printer is connected via USB or Ethernet, make sure the cable spanning the two devices is securely connected. If the printer is connected wirelessly, make sure it can detect the wireless network and that the printer and PCs on the network can communicate.

If your printer supports it, try an alternate connection method. For instance, connect a wireless printer to your PC using a USB cable, and then retry the print operation. If it works, then the printer itself is fine, but the Wi-Fi connection is suspect.

Prevention

The best way to avoid problems is to perform regular maintenance on your printer. Every time you replace the toner or ink, take a moment to inspect the unit, remove the paper trays, and wipe it down with a clean, dry cloth. Don't regularly exceed the recommended duty cycle for your printer. Replace the ink and toner cartridges exactly as described in the printer's manual and only use the ink, toner, and paper recommended for your device.

Fix-It Checklist

It's helpful to have a few things on hand when your printer goes on the fritz. Here's a short checklist that'll help you solve problems.

- ✓ Printer's user manual
- ✓ USB cable
- ✓ Working Wi-Fi connection
- ✓ PC with an active Internet connection
- ✓ Driver/software disc that came with your printer
- ✓ Replacement ink or toner cartridge(s)
- ✓ Paper for printing test pages

Troubleshooting Reference: WI-FI CONNECTION

Internet connectivity has become synonymous with "smart," when it comes to consumer electronics and appliances. But if your Wi-Fi connection goes down, you might have a hard time adjusting to a Blu-ray player that only plays Blu-ray Discs, a phone that only makes phone calls, and a tablet that only plays games. Follow these Wi-Fi connection troubleshooting tips to "smarten up" your favorite gadgets.

Device Fails To Detect A Wi-Fi Network

The first thing you should do is find another Wi-Fi-capable device and attempt to connect to the Wi-Fi network. If the second device also cannot locate the SSID (Service Set Identifier), or Wi-Fi network name, then turn your attention to the wireless router. Most routers have LEDs that indicate connection status, so consult your manual and determine if the router appears to be operating normally. The manual also provides instructions for accessing the configuration menu, so check this to make sure you actually have a wireless network up and running. Reset your security password if necessary. Make sure that your router is configured to broadcast the SSID, at least while you're troubleshooting. (You may wish to stop broadcasting once the problem is resolved.) Also, check the wired devices plugged into your router to determine if the router itself is malfunctioning. Finally, restart your PC and any device that has failed to connect to the wireless network. If the connectivity issue is isolated to a single device, disabling and re-enabling Wi-Fi may solve the problem.

The Wi-Fi Network Is Working, But There's No Internet

You may need to reset your Internet connection. Unplug the wireless router and modem. Next, plug in the modem and wait ten to twenty seconds for the lights to come on; then plug in the router. (If your modem has a battery backup, you may need to press a recessed button to reset it.) Check all Ethernet cables for loose connections and then try to find your wireless network with your Wi-Fi-based devices.

Prevention

A Wi-Fi network requires little maintenance. If you regularly maintain your PC, modem, router, and wireless devices, the network should continue to operate flawlessly. You may experience speed fluctuations if there are too many devices or appliances nearby that operate on the same frequency; minimize this problem by keeping your wireless router and Wi-Fi devices away from cordless phones, microwaves, wireless game controllers, Bluetooth devices, and even fluorescent lights.

Fix-It Checklist

It's helpful to have a few things on hand when your Wi-Fi network fails. Here's a short list of tools that'll help you solve problems.

- ✓ A spare device that supports Wi-Fi
- ✓ Manuals for your router and modem
- ✓ Spare Ethernet cables
- ✓ Wireless router or adapter driver discs
- ✓ Alternate Wi-Fi router
- ✓ USB Wi-Fi adapter

Troubleshooting Reference: NOTEBOOKS

For many of us, our notebook is what we use when we need to get work done; if it's not running or if it's working slowly, we fall behind. This article offers solutions for some common issues you're likely to encounter.

Notebook Doesn't Turn On

In this case, you don't have much information available to help you determine what's wrong. Look for a light on the laptop that indicates whether the battery is being charged. It's possible the notebook has been plugged into an outlet that's not functional, so try plugging the power adapter into a different outlet. If the battery appears to be charging, let it sit for 10 minutes to see if the battery just needed some juice. If the notebook still won't boot, remove the battery and connect the power adapter. Then, if it boots up, there's likely a problem with the battery. (But note that a few laptops will not run without a battery present.)

Sounds But No Video

There's nothing displayed onscreen, but you can hear fans and see LEDs. This can happen when a component is failing. Try unplugging any peripherals, such as USB flash drives or audio cables, that may be causing a short. If that doesn't work, you may need to take the laptop in for repairs, as most laptop hardware is inaccessible, except to an expert.

System Shuts Down

When a modern PC gets too hot, it will typically shut itself down to protect the internal components from overheating. If this is happening to you, track down the cause of the overheating at its source. For instance, is there anything blocking the vents, such as dust or a blanket, that's preventing the vents from exhausting hot air? A can of compressed air can be used to blow dust out of the vents. Random shutdowns may also occur due to an overheated battery or a short circuit in the laptop.

Prevention

The best way to avoid problems is to perform some regular maintenance on your system. Occasionally unplug your PC and take it outside to blow the dust out of the vents and fans with a can of compressed air. This will keep your PC well-ventilated and reduce overall system temperatures. It'll also dramatically reduce the chance that your system's components will fail due to excessive heat.

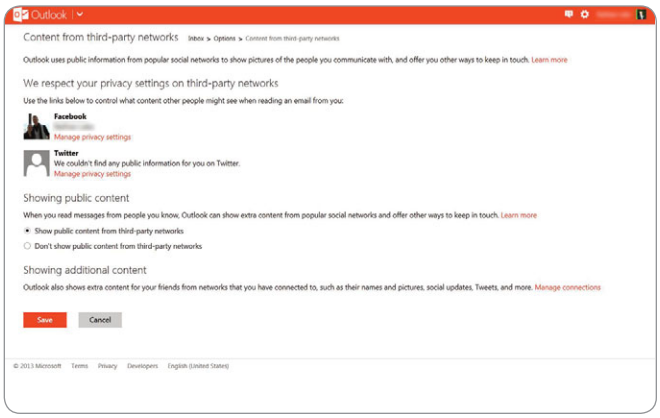
Fix-It Checklist

It's helpful to have a few things on hand when your PC won't start. Here's a short checklist that'll help you solve problems.

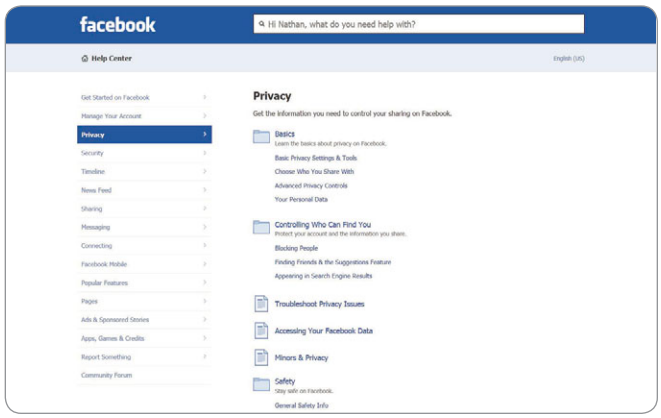
- ✓ The Windows installation disc you used to set up your computer
- ✓ Spare mouse and keyboard
- ✓ Another PC with an active Internet connection
- ✓ Driver discs that came with your components or PC
- ✓ Phillips-head screwdriver
- ✓ Can of compressed air
- ✓ USB flash drive

Tips From The Help Desk

Common Tech Questions



It's fairly easy to turn off connectivity with third-party networks in Outlook.com's settings.



Outlook.com utilizes the Privacy settings built into your Facebook profile.

Q: I recently noticed that my Facebook photo comes up when I send emails I send from Outlook.com. Is there a way that I can prevent the photo from popping up in my emails?

A: Outlook.com can link into your Facebook and Twitter accounts. Once connected, Outlook.com will use your profile picture from the social networking account to help people identify you in emails. Microsoft allows Facebook users on Outllook.com to send you friend requests, assuming that your Facebook privacy settings allow it. Outlook.com also strictly follows the Privacy controls on Facebook and Twitter to determine whether others will see your public social networking info in the People pane.

If you'd rather keep your social network's Privacy settings the way they are—but not allow Outlook.com to connect with them—you can manually change the third-party network settings in Outlook.com. To do so, sign in to your Outlook.com account, select Settings (the gear icon in the upper right corner), and select More Mail Settings. Then, scroll down to Reading email and select Content From Third-party Networks. Under Showing Public Content, select the Don't Show Public Content From Third-party Networks radio button.

Those who want to alter their Facebook Privacy settings will need to log in to Facebook and go to the Privacy Settings page. Click Edit Settings (next to How You Connect), locate Who Can Look You Up Using The Email Address Or Phone Number You Provided, and select Friends Of Friends (or just Friends), and click Done. This way, Outlook.com won't have access to your Facebook photo or other info.

Q: My monitor supports HDMI, DisplayPort, and DVI inputs. Is one of these digital video interfaces superior to the others?

A: The HDMI (High Definition Multimedia Interface) and DisplayPort cables carry both video and audio, which can simplify your setup (if the monitor also features built-in speakers) because you'll reduce the number of wires running to the monitor. It can also reduce confusion that can occur when you're dealing with multiple sets of cables behind a desk. DVI (Digital Visual Interface) cables carry only video, so you'd need a separate cable to hear audio.

You probably won't see a difference in quality between the HDMI and DisplayPort connections. Current HDMI 1.4- and DisplayPort 1.2-compliant standards support 4K resolution. (That is, a resolution of at least 4,000 x 2,000, much larger than what you'll find supported on current monitors. For example, monitors that support the Full HD standard feature a resolution of up to 1,920 x 1,080. If you're using more than one monitor, your PC will need

Many new monitors offer HDMI ports, an interface that supports high resolutions and which carries both audio and video signals.

The DisplayPort interface allows you to daisy chain multiple monitors.

multiple HDMI ports, one for each monitor.

With a DisplayPort interface, a single port can drive up to four monitors with a resolution of 1,920 x 1,200, but daisy chaining the DisplayPort will require a monitor with a second DisplayPort socket. A single-link DVI cable supports Full HD resolutions, while a dual-link DVI cable allows resolutions up to 2,560 x 1,600.

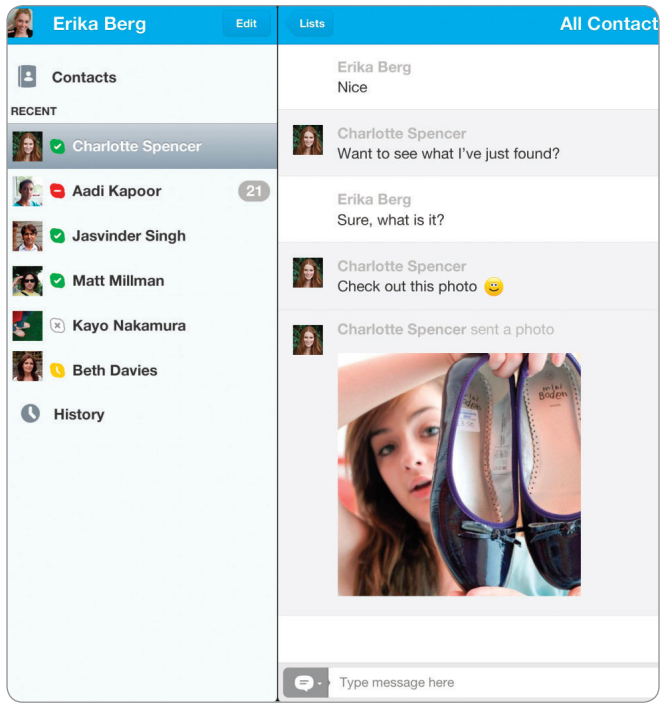
Q: I'm hoping to use to my smartphone, which has an integrated webcam, for video conferencing with colleagues when on the road. What other things will my coworkers need to ensure a quality Web conference?

A: When you're on the road, you'll need access to a broadband Internet connection in order to send and receive quality video and audio. A steady 3G and 4G cellular signal can support video conferencing, but if the signal fades in and out, you may experience choppy live video or broken audio. For your colleagues to participate in the conference, they'll need laptops with integrated webcams, or standalone cams connected to desktop PCs. The office could also invest a telepresence setup, which is essentially a room that's purpose-built to mimic a face-to-face meeting with the remote participants sitting across from you. Typically, the room will feature large monitors directly across from a row of local workers. Video cameras above the monitors frame the office workers as they'd appear sitting across from someone at a face-to-face meeting.

For a simple setup in the office, it'd be nice to invest in a webcam that shoots video at HD resolutions for high detail, as the clarity and detail will be good to use with clients and other colleagues for professional video conferences.

A steady 3G and 4G cellular signal can support video conferencing, but if the signal fades in and out, you may experience choppy live video or broken up audio.

The webcams built into smartphones and tablets make good video conference tools when you're on the road.



Skype allows you to use your mobile devices to video conference. If more than two people are conferencing, a Premium account is required of at least one of the participants.

Many webcams feature built-in microphones, but for best results, you might want to use a model with a microphone that offers echo-cancellation, so the audio from the speakers won't produce an echo that can be heard by other video conference participants. If you use a Bluetooth headset when traveling, you'll have the freedom to move away from your PC, ideal if you need to quickly grab something from across the room or get up to point out a graphic on a chart set up behind you. Most Bluetooth headsets feature noise-cancelling features, which may be useful when joining a video conference from an airport, hotel room, or lobby.

In terms of software, many video conferencing tools are Web-based, so none of the participants need to purchase computer software to join in the real-time virtual meetings. However, most video conferencing Web sites do require you to download an add-on for your Web browser before you can participate in the video conference. After you log in to the video conference, click the add-on message that pops up at the top of your browser to make your Web browser compatible with the Web site's format.

Thus, if you intend to participate via a smartphone or a tablet, you'll likely need to download an app for your smartphone, because add-ons are normally not compatible with mobile sites. In most cases, the conference host sends an email invitation with a Web link that you click to open the hosting site. If you plan to host a call, you have a variety of options. Skype is an excellent option for business travelers who want to set up a video conference, because a Skype Premium account allows multiple participants and also screen-sharing, which is helpful for those who use PowerPoint or other such presentation tools.

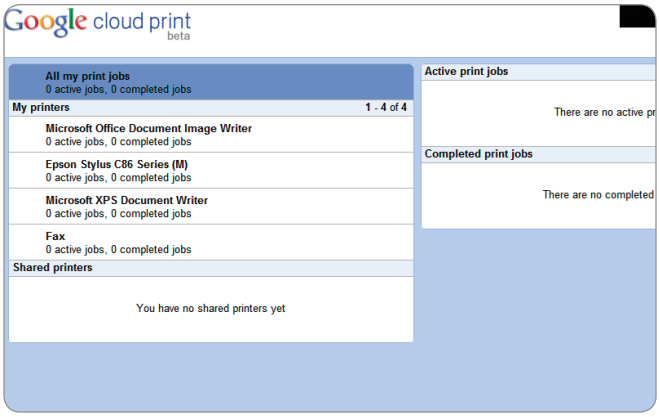
STAPLES easytech

Need More Help?

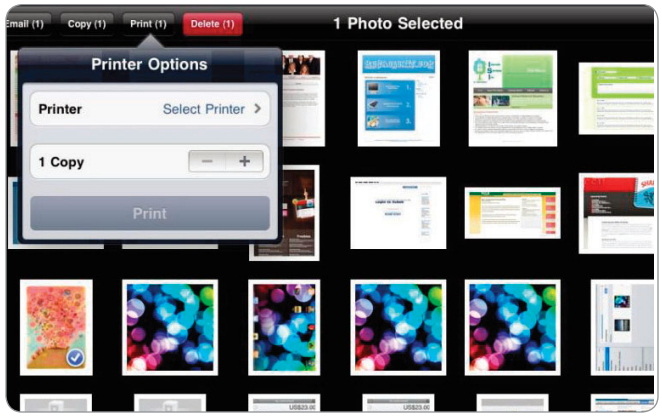
Can't find a solution to your problem? You can always take your computer or other device into Staples for help. You can also order Staples EasyTech help online, and arrange for an EasyTech associate to troubleshoot remotely via the Web or even come to your home to work on your device. Go to www.staples.com/easytech or call 1.800.378.2753.

Print From Your Mobile Devices

From Tablet & Smartphone To The Printer



Google Cloud Print-enabled printers allow you to print from Android-based smartphones and tablets.



Printers supporting Apple's AirPrint make it easy to print from your iPad, iPhone, or iPod Touch.

Smartphones, tablets, and eReaders have become standard devices for surfing the Web, reading emails, and helping us get things done. But one of the major thorns in the side of mobile users is that, up to this point, it's been inconvenient—and often impossible—to print out documentation, attachments, and pictures from our mobile devices. This situation is changing. We'll take a look at how you can network your printer and configure your mobile devices to quickly and easily produce printouts.

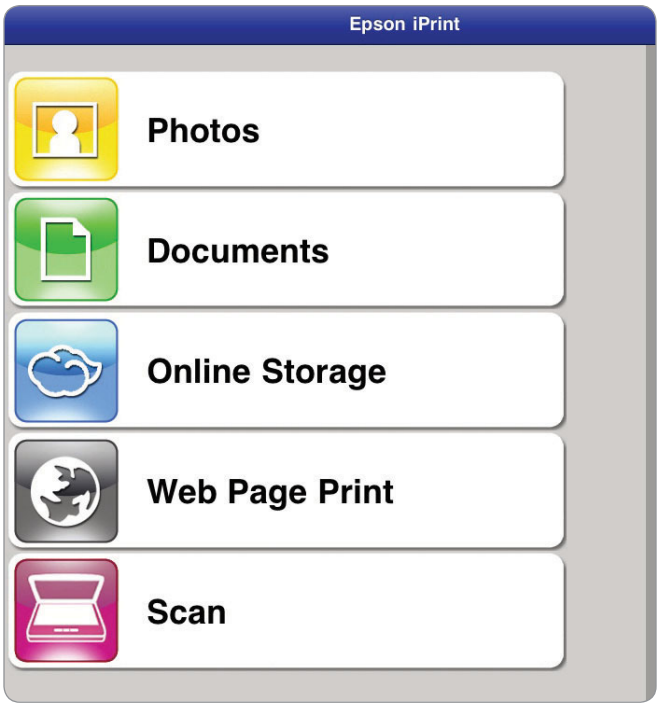
What You Need

The first requirement is a wireless home network, because your smartphone or tablet will usually send data to your network printer via a Wi-Fi connection. Next, you'll need a printer that can connect, either wired or wirelessly, to your home network. (Note that those with iOS devices, such as the iPad, iPhone, or iPod Touch, will need to purchase a printer that's compatible with Apple's AirPrint technology.) A printer that connects via Wi-Fi is more convenient than a wired model, as you'll have the freedom to place the printer anywhere within the wireless coverage area. A wired connection can work, but you'll need to have both an Ethernet cable and an AC outlet nearby.

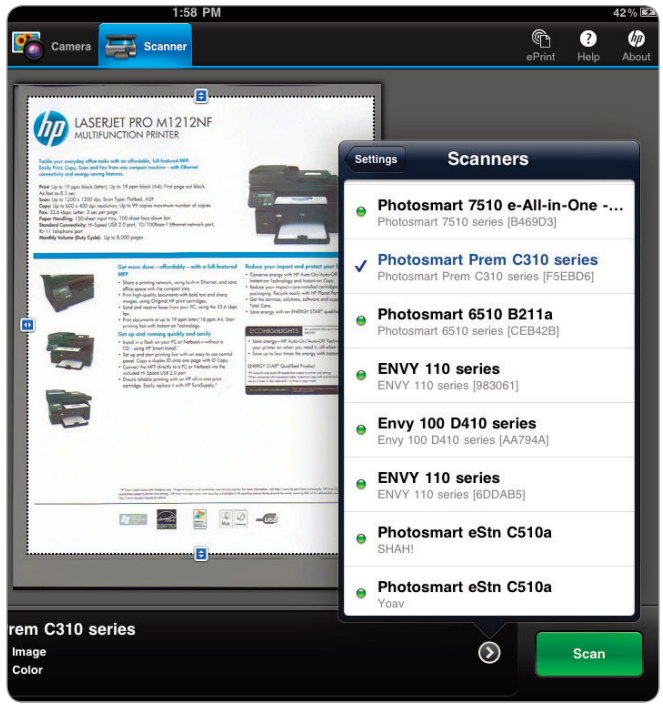
To connect a printer to your network using a wired connection, you'll need to run an Ethernet cable from your router to the printer. For a wireless connection, just enter the network name and security credentials when you set up the printer. Wireless printers typically support the 802.11b/g/n standard, which should work with just about any wireless router purchased in the last few years. Of course, you'll also be able to use the wireless printer with any traditional PC that's connected to your home network.

Use A USB Printer

It's also possible to use a shared printer that's connected to a network PC via USB cable, but it's not as convenient as a network printer. First, the computer that's physically connected to the printer must always be left on. Secondly, you'll need to configure the printer such that it's publicly shared on your home network. A true network-ready printer makes it easier to produce printed documents from your mobile device.



Download the Epson iPrint App to your Android or iOS device to print, scan, and share your documents and photos.



HP's ePrint allows you to print to your ePrint-enabled printer or to nearby public HP printers.

Produce Prints

Those with iOS devices can use the AirPrint technology built into their iPad, iPhone, or iPod Touch to print directly to any AirPrint-compatible printer. The same can be said of Android devices printing to a Google Cloud Print-enabled printer. With this technology, you'll just need to ensure that the wireless printer is turned on; when you're in a mobile device app and select Print from within the app, it should recognize and automatically connect to your AirPrint- or Cloud Print-enabled printer.

If your printer isn't AirPrint- or Cloud Print-enabled, look for an app in the Google Play or Apple Store made by the printer manufacturer to help connect it to your mobile device. These apps offer direct wireless connection to the printer and may also add additional print and scan options. For example, Epson offers iPrint, Canon has Easy-PhotoPrint, HP provides ePrint, LexMark provides Mobile Printing, and Samsung offfers Mobile Print. In addition, HP and Epson both offer Email Printing, which assigns an email address to the printer itself. You can use this free email address to send attached documents directly to your printer. This means that you can actually print from anywhere you happen to have email access, whether that's across the room or across the country.

For now, you won't find as many printing tools for Windows 8 or Windows RT devices, but keep in mind that tablets running Windows 8 Pro can use the same printer drivers and USB connections that a Windows 8 PC would use, so those tablets won't need any special apps or tools to enable printing from those devices.

Print Via Bluetooth

Some mobile printers, such as HP's Officejet 100 Mobile Printer, include built-in Bluetooth technology, allowing you to send documents and images to the printer from any Bluetooth-enabled device. In addition, USB Bluetooth print adapters are also available for some printers to let you add Bluetooth connectivity to the printer itself. For example, Epson's Bluetooth Photo Print Adapter 2 works with many models in Epson's Stylus Photo, PictureMate, Artisan, and Workforce lines.

Calling Tech Support

Preparation & Composure Are The Keys

We all get there. We've tried a bunch of things, looked in the users manuals, called Cousin Tina or Uncle Bud, and even tried to bribe the surly 14-year-old next door to help, but to no avail. Sometimes there's no avoiding it: Eventually, you're going to have to call for tech support.

When you do, make sure you're ready and that you have everything you need to make the call go smoothly. We'll provide a handy checklist that will help you keep everything in mind and in order. To get you ready to make that call, we'll go over some things to keep in mind.

What You'll Need

You don't want to waste time *during* the call trying to find serial numbers, paperwork, and the like. Track down all of that before you pick up the phone.

The computer and (OS) operating system you're using may be relevant, even if the problem is with a peripheral. Make note of the specific version of the OS, including any Service Packs you may have installed.

Similarly, the tech will need to know the exact version number of the software you're using, if this is a software problem.

Peripherals (and the software and hardware that interact with them) depend on drivers. Making sure that your drivers are up-to-date may resolve your problem; either way, make sure you're prepared to tell the tech the version numbers of any relevant drivers you're using.

Honey, Not Vinegar

Yes, you're frustrated. You paid good money for a product, possibly one on which you rely for important personal or business functions, and now it's failing you. But it's not the tech's fault. He or she is generally overworked, almost certainly underpaid, and definitely under-appreciated. Be polite, even if he or she asks you to try something you've already tried, and even if it sounds like you're being run through a script—sometimes those scripts actually help.

You can be persistent and still remain polite. If you use insulting language or a nasty tone, or if you lose your head and start yelling, you will automatically fall to the very bottom of the list of people this rep wants to help; he or she is only human, after all. Didn't get what you want? Call again later; you'll probably get a different, perhaps more amenable, tech. Still no luck? Ask (politely) for a supervisor.

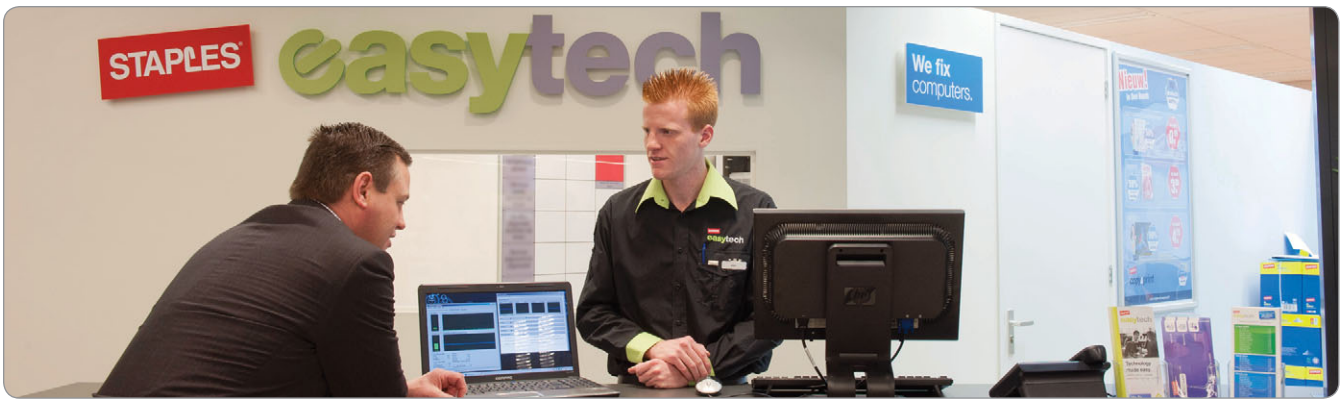
Your Tech Support Checklist

Before you dial, make sure you have all the info you—and the tech support rep—will need.

- ❑ Operating system type and version _____
- ❑ Computer system make/model/SN _____
- ❑ Peripheral makes/models/SNs _____
- ❑ Description of problem _____
- ❑ Exact error message(s) text _____
- ❑ Relevant account numbers _____
- ❑ Specific steps that led to problem _____
- ❑ Other notes or comments _____

An Easy Fix-It Plan

Staples EasyTech Has You Covered



The Staples EasyTech service can quickly get your technology back into working condition. Visit www.staples.com/easytech/ or call 1-800-378-2753.

When a computer problem stops you in your tracks, it's time to take the computer to a professional. Most PC repair shops offer a wide variety of tech services, including things like installing software and hardware, fixing and recovering the computer, maintenance and system enhancement, and security services. You'll find all of the services listed above at your local Staples, which can provide you with certified experts who can help you online, in-store, or on the phone. We'll give you some idea of what services are offered and how much each type of service will cost.

Setup

If you purchase software at Staples, you can have the application installed for you. Service in-store or online will cost you just $29.99, and you also have the option of an at-home installation for $89.99. Staples techs can also install the physical hardware you purchase, such as memory, hard drive, modem, and peripherals. Pricing for in-store installation ranges between $29.99 and $39.99, while installation at your home or office will typically cost around $89.99. Other installation services include setting up your wireless network, printer, digital camera, GPS, or digital photo frame.

Repair & Recover

Staples provides a variety of services to protect your computer *before* disaster strikes—and to fix it afterward. A system restore CD can be created for $39.99, while a diagnostic will cost you either $69.99 (in-store) or $159.99 (at home). If your PC crashes, you can bring it and the Restore CDs in and get everything put back in working order for $129.99. If your computer contracts a virus, Staples can fix it for $149.99 and can also install approved antivirus software.

Tune Up

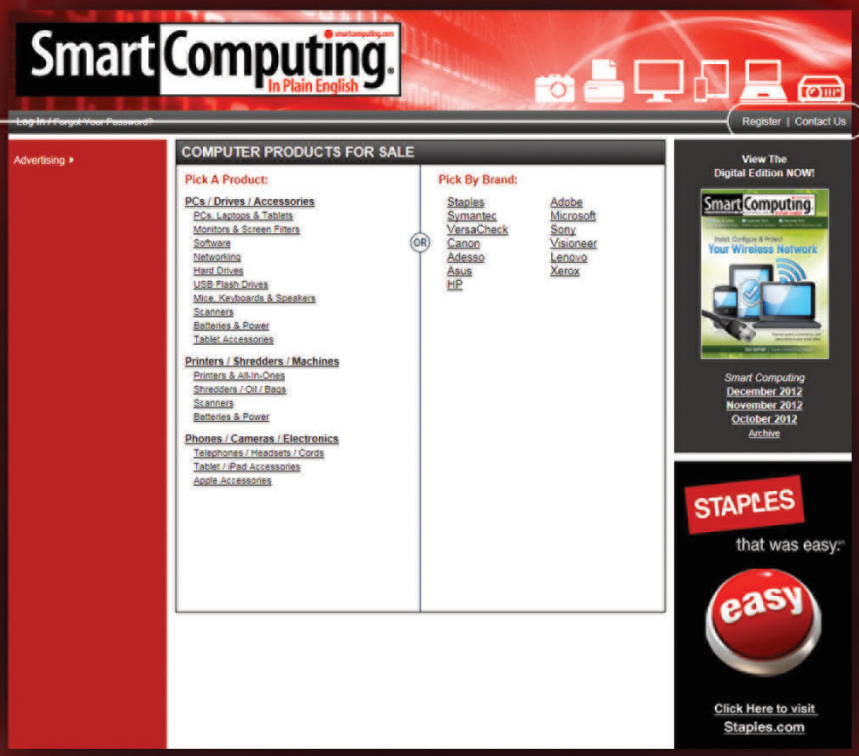
Is your computer not as fast as it used to be? Staples can perform an in-store PC tune-up for free, or they can come to your home for $89.99. They also offer a Peace Of Mind service that gives you one year of unlimited in-store service for virus removal, software installs, hardware installs, Windows Anytime Upgrade, and PC Tune-Up service. The whole package costs just $189.99.

Backup Service

Data backup is one of those PC tasks that we should all do, but which we often don't. To alleviate the need to perform manual backups, Staples can set up Carbonite's Home service for $59.99 a year that automates your backup, including both your computer's files and operating system. With Carbonite, data is backed up whenever you create a new file or modify an existing one to ensure your backup is always current. In-store technicians can also recover files from a flash drive ($99.99) or hard drive ($259.99).

SIGN UP
TO RECEIVE THE DIGITAL EDITION . . .

IT'S FREE



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Register | Contact Us

STEP 3. If you're already a registered user of SmartComputing.com, simply enter your username and password, otherwise, please register in the form provided. Now you're set to receive the digital issue as soon as it's available each month.

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New & Noteworthy

Here, you'll find an eclectic assortment of tech and office items that are both useful and interesting, fun and practical. All of these are available at your local Staples store or on the Staples website (www.staples.com). Face it, you need some of these things!

Staples Universal Touch Screen Stylus

This universal stylus works with all tablet and smartphone displays, gliding smoothly across the screen to make note-taking and drawing easier than ever before. A stylish stylus, silver in color and with a convenient pocket clip, the device features a durable silicone rubber tip that will last for years. Use this handy stylus to help keep your screen free of those messy fingerprints.

Apple Wireless Bluetooth Keyboard

It's thin, it's sleek, it's light. You can use it on your desk, your lap, or just about anywhere within range. Although it's small, it has a "big keyboard" feel. Oh, and there's a secret. Don't tell anyone, OK? *You don't really have to use it with a Mac*! Yep, it's a standard Bluetooth device, so you can use this awesome keyboard with your iPad or iPad mini, your Windows desktop or laptop, or whatever. As long as your smartphone, tablet, or computer supports Bluetooth, you can use this keyboard with it.

Fellowes Memory Foam Mouse Pad/Wrist Rest

How about adding a little comfort to your computing setup? This Fellows Memory Foam mousepad/wrist rest combo, with its non-slip base, helps ensure correct (but comfortable) hand position while typing and mousing. The soft foam responds to your body weight and warmth, but never loses its shape.

SYNC by 50™ Over-Ear Wireless Headphone

When you care enough (about yourself) to listen to the very best. These SYNC by 50™ Wireless Headphones provide lossless audio for crystal-clear wireless sound (up to 50 feet away) and the ability to sync up to 4 pairs of headphones to a single audio source. Includes a wired mic, bass boost, volume control and mute switch, and passive noise cancellation. The earpieces feature soft memory foam cushions for hours of comfort.

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Did you know?

With the included My Image Garden software, You can add fun filter effects like fish-eye, blur background and miniature with the Special Filters features?

My Image Garden Software is included with every new printer from Canon

1. Open the My Image Garden software
2. Choose your image
3. Apply your favorite filter
4. Enjoy!

PIXMA MX922